

NETHER WALLOP PARISH COUNCIL RISK ASSESSMENT	VILLAGE HALL – GENERAL USE (Organised or Private Event)	Version:	2	Adopted Date:	TBC	Review Date:	Jun-22
		Date:	Dec-19	Minute no.:	TBC		

The methodology used is a combination of quantitative risk assessment (numerically assessing probability & consequence) **Hazard Severity x Likelihood of Occurrence = RISK.**

Hazard Severity (Impact)			Likelihood of Occurrence (Odds)		
1	Nil	Trivial or insignificant harm to persons, property or business activities	1	Not likely	There is no real likelihood of it occurring.
2	Slight	Causing minor harm allowing work / activities to continue	2	Possible	Possible occurrence, but potential is minimal.
3	Moderate	More Serious, capable of resulting in 3 or more days off work for one or more individuals , or property damage resulting in a temporary interruption to business activities with some financial loss.	3	Quite Possible	Incident will only happen if several factors are present.
4	High	Possible fatality or serious injury to an individual. Longer term interruption to business and/or high financial costs.	4	Likely	Regular incidents occur, but no injury. May result in injury with additional factors introduced.
5	Very High	Multiple fatality and/or destruction to work environment. Long term or permanent business interruption and/or very high financial costs.	5	Very Likely	Almost 100% certainty that an incident will occur or it is a common occurrence.

A risk factor can be found using the equation, ranging from 1 (no severity and unlikely to happen) to 25 (just waiting to happen with potentially disastrous results. However it is important to judge both the severity and the likelihood independently. Having identified the numerical risk factor, the 'risk matrix' will help determine the urgency of the action.

RISK ASSESSMENT MATRIX.									
Likelihood (ODDS)	Potential Severity (IMPACT)					1-5	Low Risk	Tolerable	Little or no action required
	1	2	3	4	5				
	2	4	6	8	10	6-9	Medium Risk	Unacceptable	Some action required and monitor during event.
	3	6	9	12	15				
	4	8	12	16	20				
	5	10	15	20	25	10-25	High Risk	Unacceptable	Urgent action required. Stop process. Compensatory measures / new procedures must be put in place within 24hrs. Resolving the issue may take longer, but must be in hand. (People may need to be removed from the risk whilst it is assessed.)

Introduction

The Risk Assessment should be read in connection with the guidance provided to those renting the Village Hall. This document ensures that hazards and risks associated with the activities at the event, and over which the Parish Council can be expected to have control or influence over, are identified and assessed and that the assessments are managed in accordance with the relevant legislation. (The Health & Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999)

Responsibilities

It is the responsibility of the responsible person or delegated 3rd party to complete a Generic or Dynamic Risk Assessment for all activities which the Event Management Team cannot be expected to control or influence, prior to any activity taking place.

Note: There are two types of risk assessments carried out within the event.

Generic Risk Assessments - Written evaluation of risks that can be applied to common tasks. These assessments apply to predictable activities.

Dynamic Risk Assessments - Carried out prior to and during the event the dynamic risk assessment is a mental assessment of potential risk used when any delay would increase the risk of harm, or as an initial step in identifying significant risks. These assessments also apply to unpredictable activities or occurrences.

Procedure

A list of activities or equipment that could cause harm within the event is recorded in the risk assessment.

Evaluate these risks and decide if the existing precautions are adequate or if more should be done to either eliminate the risk or put into place control measures to reduce the risk.

Specific Risk Assessment

Occupiers of the hall must consider the specific activities they intend to undertake and whilst fully considering the generic risk assessments, assess any specific risks created by these activities. They should document them here including the control measures they plan to put into place to manage the risks and in signing as the responsible person ensure these risks are controlled to match the risk evaluation.

Activity	Hazard / Risk	People at risk	Mitigation of Risk / control measures	Impact	Odds	Score	Action required	Target date and by whom	Score after control measures

Taking responsibility for your event

By using the Village Hall I confirm that I have read and understand the responsibilities of this event management plan, should circumstances change during the event period, I shall add control measures or seek further advise form a suitably qualified and experienced person to resolve the issue(s) and update this document.

Generic Risk Assessment

Activity	Hazard / Risk	People at risk	Mitigation of Risk / control measures	Impact	Odds	Score	Action required	Target date and by whom	Score after control measures
Vehicles around site unloading and loading	Being struck by a vehicle or vehicles colliding	Staff Volunteers Contractors Trades Public	Advise attendees of parking constraints prior to the event.	4	2	8	Hall user should police vehicles on site at all times during the hire period.	Event organisers prior and during event.	4
Injury from collapse of temporary structures marquees etc	being trapped in structure	All	Structures to be installed in accordance with manufacturers' instructions.	3	2	6	Hall user to or use qualified professionals or follow written instructions.	Event organisers prior to event and during set up.	3
Slipping, Tripping and Falling.	Injury that may lead to a person being immobile for a few days	All	All cables will be placed in areas where the public do not have direct access or they will be covered. All spillages will be mopped immediately and signage placed if the floor remains wet. Collapsible/folding seating should be avoided. Garden use is limited to grassed area.	3	3	9	Hall user should be made aware where cable covers and signage is kept. Booking terms prohibit folding seating. Sign displayed in the garden.	Event organisers	6
Public order problems due to alcohol on site	Disorder leading to injury	All	Bar staff (whether paid or not) will be mindful of their responsibilities and will not serve anyone who appears to be drunk or under age. Drinking vessels will be plastic where usage may lead to additional hazards. (i.e. in the garden.)	2	3	6	Booking terms state condition of serving alcohol. Monitor during event.	Event organisers	4
Noise	Temporary loss of hearing	All	Noise levels will be set to appropriate limits and third party providers will be informed for maximum levels.	2	1	2	Hall user to communicate restrictions to music providers	Event organisers	2
Emergency route blocked by parked vehicles	Delays in Emergency vehicles getting to site	All	Parking will be clearly identified and hall userstaff will monitor emergency access routes, identify developing problems and use the on site communications to ensure emergency routes are maintained.	4	3	12	Monitor parking outside the hall before event starts and periodically during the event.	Event organisers	4

Activity	Hazard / Risk	People at risk	Mitigation of Risk / control measures	Impact	Odds	Score	Action required	Target date and by whom	Score after control measures
Food Hygiene	Sickness that may lead to longer term medical problems	All	Third party providers will be asked to demonstrate their relevant certificates. Private providers will be informed of the hygiene requirements.	3	2	6	Hall user to check 3 rd party providers credentials.	Event organisers prior to event.	3
Communications breakdown	Emergency plans fail	All	All staff will be briefed prior to the public arriving. Attendees will be informed of the assembly points and actions to take in emergency.	4	2	8	Hall user to announce assembly points and actions to attendees.	Event organisers at start of event.	4
Medical Emergency	Inability to treat an Injury or severe illness	All	A medically trained person should be available on site. Staff will be briefed as to how to summon support and what to do immediately in the event of a medical emergency	4	2	8	A person should be nominated as First Aider for each event.	Event organisers prior to event.	4
Fire	Injury to persons or destruction of property	All	See Fire Risk Assessment	4	2	8	Read Fire Risk assessment and comply	Hall hirer and event organisers	4

Fire Risk Assessment

The Fire Risk Assessment will look at five categories

1. Ignition Sources
2. Sources Of Fuel
3. Fire Detection and Warning
4. Fire Fighting Equipment and Facilities
5. Escape Routes

To ensure that both existing and proposed control measures within the Fire Risk Assessment are being implemented, to assess how effectively the risks are being controlled and to monitor significant changes on site that may affect existing fire precautions, it will be necessary to continually monitor the Fire Risk Assessment and where necessary revise.

Activity	Hazard / Risk	People at risk	Mitigation of Risk / control measures	Impact	Odds	Score	Action required	Target date and by whom	Score after control measures
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Mains electric	Electrocution or fault causing fire	All	A competent and qualified electrician has been engaged for all electrical work	4	1	4	For future work, qualified electricians to be used.	As necessary. Clerk	4
Cooking	Fire spreading to grass and other combustibles	All	Staff and others have been briefed on the fire hazards and methods of calling the emergency services. Adequate first aid firefighting equipment is available on site and staff/users will monitor for fire hazards during the event.	4	2	8	Annual checks of fire safety equipment. Hall users to remain vigilant throughout event.	Annual, Clerk and Hall Bookings manager.	4
combustible waste	Arson	All	Adequate bins will be provided, they will be emptied when full and removed to a safe place.	4	2	8	After event clear up to include bin emptying as per booking instructions.	Event organisers after event.	4
Occupancy	Crush incident	All	Attendees numbers will be monitored.	3	2	6	Monitor amount of attendees and maintain a sign in sheet.	Event organisers at event.	3
Fire	Loss of property and life	All	Emergency access points will be identified. Response times for the Fire Service from Stockbridge are 10 mins under normal road conditions.	4	2	8	Evacuation monitors to be identified prior to event, responsible for emergency access supervision.	Event organisers at event.	4
Raising the alarm	Smoke inhalation causing hospitalisation	All	Staff will be briefed as to how the alarm will be raised and the actions to take. contingency plans will be considered in case of communications breakdown.	4	2	8	Annual checks of fire safety equipment. Hall users to remain vigilant throughout event.	Annual, Clerk and Hall Bookings manager.	4
Evacuation	Serious injury	All	Members of the public will be directed in an orderly manner to the assembly point.	4	2	8	All exits to be used. Sign in Sheets to be taken at event start and used for headcount after evacuation.	Event organisers at event.	4

