

Hampsthwaite Memorial Hall
Hollins Lane
Hampsthwaite, HG3 2EJ
Reg Charity No. 523703
H.B.C. Licence No. WK/050606862



Bookings:

Email: Bookings@hampsthwaite.org.uk
Web: www.hampsthwaite.org.uk/memorialhall/

Hampsthwaite Memorial Hall Management Committee Risk Assessment Policy

For the purposes of these procedures:

- **Management Committee** comprises 'Representatives' from village groups and societies, 'Public Members' elected annually as described in the Memorial Hall Constitution which arises from the [Conveyance of 1953](#)
- **Committee Officers are:** Chair, Vice-Chair, Treasurer, Booking Secretary
- **Management Sub-Group comprises** Committee Officers together with other Committee Members as nominated and appointed annually at the AGM.

It is the intention of Hampsthwaite Memorial Hall Management Committee to ensure that any risks associated with Memorial Hall based activities are identified and appropriate control measures taken.

Responsibilities

All Users and Hirers of Hampsthwaite Memorial Hall are required to assess if there are any risks associated with any event or activity they are responsible for and to take action as appropriate.

The Memorial Hall Management Committee promotes the use of the 5-step Risk Assessment Procedure as described below.

Risk Assessment Methodology:

- **Step 1. Identify the Hazard.**
 - e.g. slipping/tripping hazards, fire, chemicals, moving parts of machinery, electricity, dust, fumes, manual handling, noise, poor lighting, low temperature, trailing wires, overloaded shelves etc.
- **Step 2. Identify "Who may be harmed?"**
 - Children
 - General public
 - Volunteers
- **Step 3. Determine the Risk Rating.**
 - Likelihood (LHD) Scale:
 1. Very low - Definitely will not happen
 2. Low - Unlikely to happen
 3. Medium - Moderate chance of accident happening
 4. High - Quite likely to happen
 5. Very high - Likelihood is it will happen
 - Consequence (CON) Scale:
 1. Very low - Injury very insignificant i.e. splinters
 2. Low - Injury fairly minor i.e. minor cut, graze, bruising

3. Medium - Injury would stop casualty continuing with task.
4. High - Serious injury requiring medical assistance i.e. broken bones, deep cut
5. Very high - Very serious injury or possible fatality

- The **Risk Rating** is then calculated by multiplying the Likelihood (LHD) and Consequence (CON) figures. **Risk Ratings of 4 or more are significant and will demand action.**

● **Step 4. Implement Control Measures.**

- Determine control measures. Consider the effectiveness of control measures.
 1. Remove the risk completely - MOST EFFECTIVE
 2. Try a less risky option
 3. Prevent access to the hazard
 4. Organise work to reduce exposure to the hazard
 5. Issue personal protective equipment - LEAST EFFECTIVE
- Residual Risk (RR) Scale - the level of risk that remains after implementing control measures:
 1. Very low - Minimal risk, control measure more than necessary
 2. Low - Control measures satisfactory
 3. Medium Control - measures adequate
 4. High Control - measure requires constant supervision. Re-assess situation
 5. Very high - Control measures inadequate. Stop activity

● **Step 5. Review Process.**

- Risk assessments will be reviewed when it is suspected that the assessment is no longer valid or there has been a significant change. As a minimum, they will be thoroughly reviewed each year before the start of the AGM.

Risk Assessment Reporting

- A Memorial Hall Risk Assessment Record Pro-forma is available to assist.
- A Risk Assessment Record must be completed for all Events, Projects, Activities or Tasks which are likely to generate a Risk Rating of 4 or more.
- A Residual Risk Level (RR) of 4 will require constant supervision and if 5 the Event, Project, Activity or Task should not proceed.

Risk Assessment Record: (title of Event, Project, Activity or Task)						
Break down of Tasks:	Hazard(s):	Who's at risk:	Risk Level: (LHD)	Risk Level: (CON)	Control Measures required:	Residual Risk Level: (RR)
<i>e.g. Food Preparation</i>	<i>e.g. slippages on split liquids or food</i>	<i>e.g. volunteers in kitchen.</i>	3	2	<i>e.g. ensure floor is regularly swept, mopped and cleaned as needed</i>	2

Policy as agreed by Memorial Hall Management Committee on ____ See Minutes ____ (Date)

Signed on behalf of the Management Committee _____ Chair _____

Policy to be reviewed on _____ Annually _____ (Date)