General Risk Assessment Form

Risk assessments should be reviewed at least annually, or after accidents, near misses and when significant changes in personnel or work practices occur.

To assist managers when completing their risk assessments, guidance, information and several generic risk assessments and/or checklists are available on the HMRC website under Health and Safety.

Advice on hazards, risks and risk assessment is available from the HMRC H&S Advisers. You can contact them through the HR Service Centre.

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|  | **Declaration** | | | |  |
|  | Managers should monitor and review the application of the specified controls. | | | |  |
|  | **Prepared by** |  | **Date** |  |  |
|  | Andrew Telford |  | 19th September 2019 |  |  |
|  |  |  |  |  |  |
|  | **Signature (SO or above)** |  | **Date** |  |  |
|  |  |  |  |  |  |
|  | I certify that all controls are in place which reduce risk to as low as is reasonably practicable, all staff have been informed and safe systems of work have been applied. | | | |  |

# Risk rating

This is your evaluation of the potential impact and likelihood of harm occurring.

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| Risk rating | Action required |
| High  For example,  fatality possible to one or more individuals however infrequent  major injury to few individuals occurring frequently  likelihood of long term muscular-skeletal problems affecting significant numbers of staff. | Immediate action required. |
| Medium  For example,  major injury to one/few individuals occurring infrequently  likelihood of long term muscular-skeletal problems affecting some staff. | Requires attention as soon as possible. |
| Low  For example, minor injury occurring infrequently to few staff. | Not a priority, may need attention if not as low as reasonably practicable. |

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| ID | Hazard  Something with the potential to harm: hazards listed should be all those present before controls are in place. | Possible effects/harm  Where a group of people may be affected differently, for example young people or expectant mothers, identify the separate effects/harm and risk rating. | Risk rating H, M, L  Indicate the rating prior to controls being in place. (See page 7 for guidance on rating the risk.) | Detail existing controls  Provide details of control measures already in place. If measures are detailed in other documents, state where. | Detail further action required to reduce risk  Note the action required, responsible person and target date. | Revised risk rating  H, M, L  Indicate the rating following implementation of controls. |
| 1 | Slips, trips or falls | Physical harm to any users of the Village Hall and car park | M | Car park surface maintained to be as even as possible  Good lighting to the building entrance and throughout the building  Handrails provided as appropriate  Users responsibilities detailed in existing COH  Mats at outside doors to stop rainwater being carried in  No storage in main hall  No trailing electrical cables | Cleaner and inspecting members to maintain a weekly review, reporting their assessment in a signed log and reporting any issues for attention to the Committee. | L |
| 2 | Working at height  Cleaning, changing bulbs, decorating | Anyone working at height | L | Printed advice on the protocols when working at height | No current action needed | L |
| 3 | Moving vehicles | Physical harm from being hit by moving vehicles. | L | Car park entrance clearly marked  Car park sufficiently lit | Advise the users of the Hall of their responsibilities through the COH | L |

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| ID | Hazard | Possible effects/harm | Risk rating H, M, L | Detail existing controls | Detail further action required to reduce risk | Revised risk rating  H, M, L |
| 4 | Hazardous substances such as cleaning equipment | Skin damage, eye damage and breathing problems | L | Cleaning equipment and materials provided  Cleaner conversant with necessary protocols | High visibility clothing to be provided and worn on all site visits. Officers to adhere to designated pedestrian areas. | L |
| 5 | Electricity | Users risk shocks and burns from faulty equipment or installation | L | Installations and equipment certified by a qualified electrician  Users advised that they are responsible for any electrical equipment used on site | Users to be advised of the location of the fuse box and how to switch off the supply in an emergency | L |
| 6 | Fire | Burns and smoke inhalation | L | All users advised to comply with the fire risk assessment  Firefighting equipment sited and certified.  No smoking permitted  Clearly marked fire exits kept clear. Emergency lights operational and checked  Regular checking rota in place  Statutory limits to the number of users | No current action needed | L |
| 7 | Manual handling | Users may suffer injury when moving equipment | L | Trolleys and guidance available for moving such equipment. | No current action needed. | L |

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| ID | Hazard | Possible effects/harm | Risk rating H, M, L | Detail existing controls | Detail further action required to reduce risk | Revised risk rating  H, M, L |
| 8 | Stored Equipment | Users can be injured by unstable storage | L | Users responsibilities related to stored equipment detailed in the COH | No current action needed | L |
| 9 | Kitchen | Injury from falling, slipping, burns and scalding | L | Adequate warning signs and detailed advice provided for all kitchen equipment  General caution advised | No current actions needed | L |
| 10 | Heating Boiler | Contact Burns  Fume inhalation | L | Boiler guards fitted  Boiler serviced and certified annually | No current actions needed | L |