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 infrequentmajor injury to few individuals occurring frequentlylikelihood of long term muscular-skeletal problems affecting significant numbers of staff.  | Immediate action required.  |
| Medium For example,major injury to one/few individuals occurring infrequentlylikelihood 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 | HazardSomething with the potential to harm: hazards listed should be all those present before controls are in place.   | Possible effects/harmWhere 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, LIndicate the rating prior to controls being in place. (See page 7 for guidance on rating the risk.)     | Detail existing controlsProvide details of control measures already in place. If measures are detailed in other documents, state where.     | Detail further action required to reduce riskNote the action required, responsible person and target date.   | Revised risk rating H, M, LIndicate 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 possibleGood lighting to the building entrance and throughout the buildingHandrails provided as appropriateUsers responsibilities detailed in existing COHMats at outside doors to stop rainwater being carried inNo storage in main hallNo 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 heightCleaning, 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 markedCar 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 providedCleaner 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 electricianUsers 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 assessmentFirefighting equipment sited and certified.No smoking permittedClearly marked fire exits kept clear. Emergency lights operational and checkedRegular checking rota in placeStatutory 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 equipmentGeneral caution advised | No current actions needed | L |
| 10 | Heating Boiler | Contact BurnsFume inhalation | L | Boiler guards fittedBoiler serviced and certified annually | No current actions needed | L |