

## **PARISH HALL RISK ASSESSMENT 2016-2017**

**Date Updated: June 2016**

**Dear Councillors,**

The Council is expected to carry out an annual risk assessment of Parish Hall risks it is exposed to and identify any actions it considers necessary to minimise those risks.

### **Definition of Risk Management**

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements. ***Audit Commission – Worth the Risk: Improving Risk Management in Local Government (2001:5)***

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk. The list is not exhaustive and Council may wish to consider other risks not identified.

The table below shows general risks that the Parish Council could consider:

Subject - Identifies the subject

Risks Identified - Identifies what the risk may be

Risk Score- Identifies the level of risk

Management/ Risk Control - Evaluates the management and control of the risk and records findings

Review Date / Responsibilities - Reviews, assesses and revises procedures if required

**This document was approved by the Parish Council at the meeting held on Tuesday 12<sup>th</sup> June 2016 (Minute Number 77/16)**

Yours Faithfully

Alison Barnes- Clerk Foston & Scropton Parish Council

<u>Subject</u>	<u>Risk(s) Identified</u>	<u>Risk Score H/M/L</u>	<u>Management/Control of Risk</u>	<u>Review Date / Reassessment</u>
Slips, Trips, Falls	Users of the hall may incur bruising, cuts, fractures	L	<ul style="list-style-type: none"> <li>• Spillages to be cleaned up immediately.</li> <li>• Heating to ensure floor is dry.</li> <li>• Floor to main hall is carpeted- Should help</li> <li>• Mats are suitable placed to stop rain water being carried into hall</li> <li>• No storage in walkways</li> </ul> Inform all users When appropriate to ensure all areas are free from hazards	Adequate Risk Control In Place
Working At Height	Anyone working at hall may suffer bruising, dislocation, fracture	L	Two people to use ladder at any one time Two people will always be present when ladder in use. Ladder locked in store.	Monitor use re; need for possible training
Stored Equipment	Users could be injured by falling stacks/stored equipment	L	<ul style="list-style-type: none"> <li>• All stored equipment other than furniture is in the store.</li> </ul> Details included in hiring agreement issued to every hirer	Adequate Risk Control In Place
Manual Handling	Back injury by lifting heavy objects	M	All tables to be lifted by two people Inform Hirers	Parish Council to review possibility of folding tables
Hazardous Substances	Skin infections Breathing problems	L	Cleaning equipment stored in locked cupboards <ul style="list-style-type: none"> <li>• Mops, buckets provided</li> <li>• Cleaning</li> </ul> Cleaning equipment to be kept in locked filing cabinet in sand store.	Adequate Risk Control In Place
Car Park	Uneven surface and different materials could cause trip/fall hazard	H	Outside lighting and flood light recently installed to light the area. Warning included in hiring agreement	Road Planning Surface Installed Dec 2013- Provides more solid base for users. Future plans to tarmac car park entirely subject to budget restrictions.