

Risk Assessment for HARC project at Victoria Hall 2024

What is a risk assessment?

A risk assessment is an important process of identifying hazards, evaluating any associated risks and then implementing reasonable control measures to remove or reduce them within a workplace or event space.

When completing a risk assessment, it is important to clearly define some keywords:

An **accident** is ‘an unplanned event that results in loss’

A **hazard** is ‘something that has potential to cause harm’

A **risk** is ‘the likelihood and the severity of a negative occurrence’

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Generic Assessment for group/event	HARC
Location in building	Upper Hall and surrounding area

After assessing who might be affected, work out the risk rating by multiplying the probability of an accident occurring (p) by the severity of its potential outcome (s). This calculation should be made both before and after safety measures are implemented, as shown in the COVID risk example show below.

Who is affected?	What is the probability?	What would be the severity:	What is the risk rating? (probability x severity)
a. Project Leads, Catering Lead b. Volunteers (general volunteers, kitchen volunteers) c. Clients/guests d. Service partners/contractors	1. Rare 2. Unlikely 3. Possible 4. Probably 5. Highly likely	1. Very low 2. Low 3. Medium 4. High 5. Very high	1-5. Low risk – good management of risks 5-10. Acceptable risk – the risk is still present but reduced enough 10-15. Medium risk – actions to reduce this with training or further steps 15-20. High risk- urgent introduction of actions before continuing 20-25. Catastrophic risk – STOP task indefinitely

Hazard (identify potential hazards that could harm somebody)	Who could be harmed	Risk without control measures in place			Potential risks to workers caused by hazards	What measures will you take to control the hazard or lower the risk? And when will they be completed by?	Risk rating with controls?		
		P	S	RR			P	S	RR
COVID-19	a, b, c, d	3	3	9	Transmission of COVID between staff, guests and volunteers	<ul style="list-style-type: none"> ● Ventilation-the Main Hall is large and provides adequate ventilation ● Washing hands – regular washing of hands especially before starting work and finishing work. Hand washing sinks are available in the kitchen and toilets. ● Volunteer briefings to be held in the Main Hall which provides adequate ventilation. ● Masks will be available if needed/preferred by guests and volunteers. ● Volunteers -if any symptoms are present are advised to not attend the project. 	2	2	4
Trips, slips and falls	a, b, c, d	4	4	16	Trips, slips and falls in the complicated building	<ul style="list-style-type: none"> ● All workers to be informed about stairs and layout of the building before the project during training-in person or on Zoom ● All workers, guests and visitors to use handrails on stairs ● All spills to be immediately cleaned up using disposable tissue 	3	3	9

Lone Working	a, c, d	3	5	15	Danger of attack or injury when working alone.	<p>No volunteer should be in a situation where they are alone with another volunteer, guest or worker</p> <ul style="list-style-type: none"> ● Lone workers to be situated in private but accessible room ● Lone workers (service partners visiting the project) to inform Project Lead of where, when and how long they will be working with a guest-informed by email ● Lone worker to be given the HARC mobile number-informed by email ● Above covered by the Lone Working Policy ● Volunteers to check toilets in pairs ● Volunteers to use staff toilets only 	2	2	4
Site waste and Rubbish	b	3	3	9	Injury or infection from collecting and dealing with waste and rubbish	<ul style="list-style-type: none"> ● Hi-vis vests provided for those working outside the building ● Gloves provided for litter picking ● Litter pickers provided for collecting litter ● Sharps bin provided for disposal of needles 	2	2	4
Fire on Site	a, b, c, d				Injury or death from fire on the site	See fire policy			
Security	a, b, c, d	3	4	12	Theft or injury caused by unwanted persons entering the building	<ul style="list-style-type: none"> ● Project Leads to be provided with a fob for the external doors. ● Staff room with personal belongings to be locked at all times ● Key to staff room to be kept by Project Lead during shift ● Entry video system to be used to allow entry to the building when doors are locked ● Toilets to be monitored using a one in one out system for both the male and female toilets 	2	2	4

Burns/scalds	a,b	3	4	12	Burns from use of cooking equipment or boiling water or oil	<ul style="list-style-type: none"> ●Catering Lead has undergone training and had knowledge about reducing injury from burns/scolds ●Catering Lead will supervise kitchen volunteers at all times ●Boiling water dispenser rather than kettle ●Cups for takeaway hot drinks to have lids ●Instructions given about carrying large tea pots outside the kitchen ●First aid kit available 	2	3	6
Food Poisoning	c (a and b if food eaten)	3	4	12	Illness caused by food poisoning from food prepared or re-heated on site	<ul style="list-style-type: none"> ●Kitchen lead has food hygiene certification ●Food stored at correct temperature ●Food heated to correct temperature ●Re-heated food not stored at room temperature beyond recommended time ●Correct washing procedures of crockery and cutlery followed. ●Guests given instructions about reheating food if this is taken away. 	2	3	6

Date of original issue	Next review date
12/11/21	October 2025

Signed by responsible person leading event or group
Julie Roberts