

# **Battisford Village Hall**

## **Risk Management**

---

Risk assessment and management is the process of examining all areas and equipment to identify potential problems and possible hazards, then taking action to eliminate or minimise them as far as is possible & practical to promote health & safety.

BVHMC acknowledges that, as they do not employ anyone, they have no legal requirement to record a risk assessment but recognise that it is good practice to do so.

BVHMC risk assessment is done using the HSE guidance 'Five Steps to Risk Assessment' ([www.hse.gov.uk/pubns/indg163.pdf](http://www.hse.gov.uk/pubns/indg163.pdf)). and using the checklist provided as a guideline. This process is repeated every two years, or after a significant incident.

It is also good practice to include risk assessment when planning any major event in the Hall.

Process: A risk assessment is performed by walking round the whole of the premises, looking for actual and potential hazards. This would include the car park, grounds, immediate surrounding area including neighbouring premises, entrance, main hall, Committee room, snooker room, kitchen, toilets, walk in cupboards and roof storage area.

The HSE provide a checklist in appendix 1 and there are examples of hazards in Appendix 2

If hazards are identified the assessment is whether the likelihood of harm is high or low. A risk rating score is calculated using the form in appendix 3. The Committee will decide on the necessary action plan.

Fire Risk Assessment is completed on a separate form.