

Middleton and Aislaby Village Hall

Hirer's Guide to Risk Assessment

What are the five steps to risk assessment?

The Health and Safety Executive (HSE) advises following five steps when carrying out a risk assessment:

Step 1: Identify hazards, i.e. anything that may cause harm.

When you hire the Middleton and Aislaby Village Hall you have a duty to assess the health and safety risks faced by anyone attending your event/activity. You must systematically check and show that you have checked for possible physical, mental, chemical and biological hazards.

This is one common classification of hazards:

Physical: e.g. lifting, awkward postures, slips and trips, noise, dust, machinery, computer equipment, etc.

Mental: e.g. excess workload, long hours, working with high-need clients, bullying, etc. These are also called 'psychosocial' hazards, affecting mental health and occurring within working relationships.

Chemical: e.g. asbestos, cleaning fluids, aerosols, etc.

Biological: including tuberculosis, hepatitis and other infectious diseases faced by healthcare workers, home care staff and other healthcare professionals.

Step 2: Decide who may be harmed, and how.

Identifying who is at risk includes yourself, your volunteers, participants and attendees to your session/event and any other members of the public on the premises that you are hiring.

Employers have special duties towards the health and safety of young workers, disabled people, night workers, shift workers, and pregnant or breastfeeding women and take due account of their personal safety in the hall, and ensure safe working and lifting arrangements should they be relevant

Step 3: Assess the risks and take action.

This means you, as the hirer, must consider how likely it is that each hazard could cause harm. This will determine whether or not your participant/guest/ should reduce the level of risk. Even after all precautions have been taken, some risk usually remains. You must decide for each remaining hazard whether the risk remains high, medium or low.

Step 4: Make a record of the findings.

Hirer's with five or more staff are required to record in writing the main findings of the risk assessment. This record should include details of any hazards noted in the risk assessment, and action taken to reduce or eliminate risk.

This record provides proof that the assessment was carried out, and is used as the basis for a later review of working practices. The risk assessment is a working document. You should be able to read it. It should not be locked away in a cupboard.

Step 5: Review the risk assessment.

A risk assessment must be kept under review in order to ensure that those hiring the hall have taken time and thought through any risk which might endanger their attendees, guests, volunteers or others who participate in the event for the duration of the hire period.

Preliminary Risk Analysis (PRA) Worksheet							
Project:				Date:			
Risk Question:				Date:			
	Step 1	Step 2	Step 3	Step 4a	Step 4b	Step 4c	Step 5
Risk ID #	Hazard/ Unwanted Event	Harm/ Consequences	Potential Causes	Likelihood of occurrence	Severity of consequence	Risk Score (L x S)	Possible additional controls
	What could go wrong?	Potential impact?	How might the hazard occur?	What is likelihood on scale 1-5 ?	How significant is the impact on scale 1-5 ?	Calculated	What might help control or mitigate the hazard?
1							
2							
3							
4							
5							
6							

Here is a simple Risk Assessment Pro Forma, which once read will enable you to undertake your risk assessment with confidence. The MAVH Committee do not require a copy of your form, suffice to say that it is a requirement of the Hire Agreement.