

Witchford Playing Field Association

Bedwell Hey Lane, Witchford, Ely, CB6 2JN

Registered charity no. 280210

HEALTH & SAFETY RISK ASSESSMENT PROCEDURE

OVERVIEW

A Health & Safety Risk Assessment of Witchford Parish Hall is carried out according to the Witchford Playing Field Association (WPFA) Health & Safety Policy, based on the requirements of the relevant Health & Safety Statutory Legislation. Fire Risk Assessment is covered as a separate exercise.

The risk assessment of Witchford Village Hall covers the following potential safety hazards, applied to the users, staff and any other persons associated with the facility:

- Slips, trips & falls
- Working at height
- Vehicle movement
- Hazardous substances
- Electricity
- Stored equipment
- Manual handling
- Other hazards

Associated Documents

- WPFA Health & Safety Policy
- WPFA Fire Safety Policy
- WPFA Fire Safety Record of Risk Assessment

Risk Rating Assessment

Risks are rated as High, Medium or Low priority, based on a numerical calculation of the 'Severity' of the hazard and the 'Likelihood' of the hazard occurring. The product of Severity x Likelihood produces the 'Risk Rating' and this is converted into a Priority Rating of High, Medium or Low, as shown below. The calculation and associated priority rating are shown against each hazard identified in the tables that follow.

Severity

| | |
|---|---|
| 3 | Death or major injury |
| 2 | Injury which causes people to be off work |
| 1 | All other injuries |

Likelihood of Occurrence

| | |
|---|--|
| 3 | Where harm is certain or near certain to occur |
| 2 | Where harm is likely to occur |
| 1 | Where harm is unlikely to occur |

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Risk Rating

The possible combinations of Severity and Likelihood are summarised in this table:

| | Severity (1) | (2) | (3) |
|----------------------|---------------------|------------|------------|
| Frequency (3) | Medium (3) | High (6) | High (9) |
| (2) | Low (2) | Medium (4) | High (6) |
| (1) | Low (1) | Low (2) | Medium (3) |

The recommended responses for each Risk Rating are:

| Risk Rating | Priority Rating | |
|--------------------|------------------------|---|
| 6-9 | High | The risk may be contravening statutory requirements and likely to lead to possible fatality or serious injury, resulting in prosecution. Action is required as soon as practicable. |
| 4-5 | Medium | The risk could lead to injury or illness. Action is required within 3 months. |
| 1-3 | Low | The risk is low, but considered important in terms of general health and good safety practice. Any injury is likely to be minor. Action is required within 6 months. |

Risk Control Measures

Risk control methods must be considered for all risks. The required action, responsible person and deadline must be recorded.

It should be noted that Risk Control Measures cannot reduce the severity of a risk. However, when applied, they should reduce the probability so that the residual combination of severity and likelihood provides an acceptable level of risk.

Residual Risk Evaluation

The Risk Rating is revisited having completed the risk assessment. This enables the residual risk to be assessed (i.e. the risk that remains after implementing the risk control measures).