

Glentworth Village Hall
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GLENTWORTH VILLAGE HALL RISK ASSESSMENT HEALTH AND SAFETY

Document Reference	gvh120505-1.doc
Document Issue	1.00
Issue Date	20 May 2012

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1 INTRODUCTION

This is a Health and Safety risk assessment for Glentworth Village Hall (GVH).

2 DEFINITIONS

GVH	Glentworth Village Hall
Harm ¹	Physical injury or damage to the health or people either directly or indirectly as a result of damage to property or the environment.
Hazard ¹	Potential source of harm.
Hazardous event ¹	Hazardous situation which results in harm.
Hazardous situation ¹	Circumstances in which a person is exposed to harm.
Likelihood	The Likelihood of a hazardous event occurring
Management	GVH Committee
Residual risk ¹	Risk remaining after protective measures have been taken.
Risk ¹	Combination of the probability of occurrence of harm and the severity of that harm.
Risk Class	A classification of risk.
Severity ¹	The Severity of harm when a hazard occurs.
Tolerable risk ¹	Risk which is accepted in a given context based on the current values of society.
Users	People or organisations who hire the hall for an event or activity. This includes the Management when their role is that of a User.

¹ Definitions from IEC 61508 Functional Safety of E/E/PES safety related systems.

3 SCOPE OF ASSESSMENT

The application of the policy and principles are restricted to:

- i) activities by Users of GVH held within the building; and
- ii) activities external to the building, which are a necessary extension of activities described in i) above.

4 ASSURANCE

A safety risk assessment was undertaken and reported in Appendix C.

During the assessment any regulatory requirement that were identified are reported in Appendix A

In performing assessment any assumptions that were identified are reported in Appendix B.

The HAZOP team was:

Name	Team role
Rod May	Chairman
Rod May	Secretary
GVH Committee (2011/12)	Organiser

5 CONCLUSIONS

It is concluded that:

- i) all safety risks have been excepted as tolerable;
- ii) all applicable GVH policies have been identified and will be met;
- iii) any assumptions that were necessary conditions will be implemented.

It is therefore concluded that the GVH activities are safe to be held.

APPENDIX A - REGULATORY REQUIREMENTS

Ref.	Safety Requirement
A1	Health & Safety
A2	Hygiene
A3	Fire Safety
A4	Vulnerable Users

APPENDIX B – ASSUMPTIONS

Ref.	Assumption
B1	Public Liability Insurance covers the event.
B2	Management has documented Health and Safety Policy and Principles.
B3	Management has documented Hygiene Policy and Principles.
B4	Management has documented Fire Safety Policy and Principles.
B5	Management has documented Vulnerable Users Policy and Principles.
B6	Management has communicated to Users Policies and Principles they must comply with.
B7	Appropriate Public Liability Insurance is in place.
B8	Provision of gas will be maintained in a safe state.
B9	Provision of electricity will be maintained in a safe state.
B10	Provision of suitable fire detection system will be maintained.
B11	Harmful chemicals will be stored safely.
B12	Physical hazards will be eliminated or if not possible minimised.
B13	Waste will be disposed of effectively and in a timely manner.

APPENDIX C – SAFETY ASSESSMENT

Guidance for making a judgement on the tolerability of risk.

The severity and likelihood of a hazardous event can be classified using the following table.

Classification	1	2	3	4
Severity	Minor injury	Major injury	Single death	Multiple death
Likelihood	Very remote	Remote	Quite probable	Probable

Given a judgment on the severity and likelihood of a hazardous event, the degree of risk can be estimated from the following table.

Risk	Low	Medium	High
Severity x Likelihood	1 or 2	3 or 4	Greater than 4

A risk classed as “Low” is judged tolerable. A risk classed “High” is judged intolerable. “Medium” risks should be reconsidered to see if they can be reduced to “Low”, e.g. with extra mitigation.

Assessment

Ref	Hazard	Hazardous Situation	Hazardous Event	Mitigation	Residual Risk
C1	Management	Lack of clear responsibilities. No documented policy and principles. Absence of risk assessments. Poor or no communications. Inadequate public liability insurance arrangements.	Inadequate understanding and application of safety, leading to harm to one or more persons.	<p>Management – Document H&S policy and principles. Ensure GVH is compliant. Communicate to Management and Users.</p> <p>Users - Adhere to GVH H&S policy and principles.</p>	Low
C2	Gas	Undetected and/or uncontrolled release of gas.	<p>Gas ignited causing a fire or explosion.</p> <p>Undetected release of gas causing asphyxiation.</p> <p>Note: One gas hob in kitchen infrequently used and gas central heating boiler in plant room.</p>	See "Fire".	Low
C3	Electricity	Unsafe working with electrical system. Electrical system fault.	<p>Death or injury due to electrical shock.</p> <p>Fire as a result of electrical failure.</p>	See "Fire".	Low

C4	Fire (other than Gas or Electricity)	Source of fire introduced to GVH, i.e. candles.	Uncontrolled burning. Note: GVH is single storey building with redundant methods of escape equipped with a fire detection system.	Management – Document Fire Safety policy and principles. Ensure GVH is compliant. Communicate to Management and Users.	Low
				Users - Adhere to GVH Fire Safety policy and principles.	
C5	Poisoning	The supply of food and/or drink. Improper labelling and storage of harmful chemicals.	The consumption of food and/or liquid which is contaminated leading to possible death.	Management – Document Hygiene policy and principles. Ensure GVH is compliant. Communicate to Management and Users.	Low
				Users - Adhere to GVH Hygiene policy and principles.	
C6	Physical	Uneven or slippery floor surfaces. Temporary hazards such as loose cables. Working at heights. Manual Handling	Person(s) slipping, tripping or falling leading to bruising, fractures or more serious injuries including death. Musculoskeletal injuries such as back injury from people attempting to move heavy or awkward objects.	See “Management”	Low

C7	Vulnerable person(s)	Vulnerable person(s) present.	Children, young person(s) vulnerable adults suffer abuse through to possible injury through inadequate precautions.	Management – Document Vulnerable Users policy and principles. Ensure GVH is compliant. Communicate to Management and Users.	Low
				Users - Adhere to GVH Vulnerable Users policy and principles.	
C8	Waste	Poor management leading to the accumulation of large quantities of waste and subsequent fire hazard if accidentally or purposely ignited.	Possible fire if ignition source present. Possible source of a physical injury.	See “Hygiene”.	Low
C9	Weather	Extremes of weather. Note: Records would suggest this is very unlikely in Glentworth.	Person(s) physically harmed through falling debris, drowned through floods, etc.	No action.	Low