

Appendix D

Risk Assessment Record

AMMH – Risk Assessment

Issue A : April 2023 _ Draft Pending Approval

REF: AMMH/0423

Activity/Process: General activities in the Acaster Malbis Memorial Hall affecting all personnel, contractors users and visitors							Highest Risk Rating		
Location: Acaster Malbis Memorial Hall (AMMH) Mill Lane Acaster Malbis YO23 2UL							H 	M 	L 
Hazard	Existing Control Measures	Existing Scores			Further Action to be Taken to Reduce Risk (e.g. use of PPE)	Residual Scores			Responsible Persons
		Prob	Sev	Risk		Prob	Sev	Risk	
		1 – 5	1 – 5	1 - 25		1 – 5	1 – 5	1 - 25	
Fire (General)	Fire evacuation procedure, Fire extinguishers, Trained Fire Wardens (when appropriate), No smoking policy in building	2	5	10	Vigilance of users, Fire Drills. Lead Organisers sign in/out register. (See separate specific AMMH Fire Risk Assessment) MOE doors top thumb turn on rear and side doors must be unlocked during operating hours. Fire extinguishers must be annually inspected. Foliage/bins outside the building to be monitored to ensure they do not encroach into walkway of the fire exit route.	1	5	5	Lead hirer & responsible person on the day Lead hirer & responsible person on the day Trustees Trustees

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Fire (Electrical)	3	5	15	Emergency lighting to be tested on regular basis.	2	5	10	Trustees using Nominated subcontractor
				All electrical portable appliances and equipment must be inspected (PAT) by a competent person, to the specified frequency. Records must be maintained of all PAT tested appliances.				Trustees using Nominated subcontractor
				Personal electrical equipment (eg phone chargers) must not be used in the building without a PAT inspection.				All : Lead hirer/responsible person on the day
				Liquids must be kept away from all electrical circuitry such as PC keyboards etc. Electrical cables must be secured to prevent anyone tripping or pulling the cables.				All : Lead hirer/responsible person on the day
				Any contractor carrying out repairs to electrical equipment must be certified as competent and must be in possession of a permit to work following approval of their method statement.				Trustees : Nominated subcontractor
				The combi boiler to be regularly maintained and serviced. CO ₂ fire extinguisher to be present and regularly tested/serviced.				Trustees: Nominated subcontractors
				Fixed wire testing to be carried out on a 5 yearly basis.				Trustees: using Nominated subcontractor

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Disabled employees/ visitors being unable to evacuate the building in an emergency	A Personal Emergency Evacuation Plan developed for any non-ambulant person before entering AMMH	4	5	20		2	5	10	Lead hirer/responsible person on the day
					Lead hirer/responsible person on the day is responsible for identifying the need of a Personal Emergency Evacuation Plan and recording this				
Slip, Trip and Falls (Main Hall)	Cable management, good housekeeping	2	3	6	Walk about inspections, Reminders to all users, Trustees, and contractors. Near Miss / Close Calls reporting in accident book.	1	3	3	Lead hirer/responsible person on the day
Slip, Trip and Falls (Toilets / Kitchen)	Good housekeeping, Cleaning.	2	3	6	Walk about inspections, Reminders to all users, Trustees, and contractors. Near Miss /Close Call Reporting	1	3	3	Lead hirer/responsible person on the day
Electricity – electric shocks from faulty or damaged portable equipment	PAT testing of portable equipment	2	4	8	Annual audit to check PAT testing compliance, Reminders to all re Close Call / Near Miss reporting. PAT testing schedule in place as per HSG107 : Maintaining portable electrical equipment	1	4	4	Trustees Lead hirer/responsible person on the day Trustees

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Electricity – electric shocks from faulty or damaged fixed wired equipment	Fixed wiring inspections	2	4	8	Annual AMMH audit to check validity of FW Inspections by Trustees. Close Call reporting	1	4	4	Trustees : nominated subcontractor
Manual Handling – Physical injury.	MH awareness for all staff and users (part of Induction for Trustees & advice to Hirers)	2	3	6	Use of specialist contractors if necessary to move large items.	1	3	3	All : Lead hirer/responsible person on the day
Legionella – Disease caused by inhalation of contaminated water droplets	Management of water system and temperature with risk assessed testing	1	4	4	Water systems to be checked and serviced on a regular basis (by a competent contractor) and any identified actions addressed. The role and duties of the Trustees to be carried out by a nominated subcontractor.	1	4	4	Trustees : nominated subcontractor
Working at Height	Induction instruction	2	3	6	Close call reporting, E-Learning, see https://www.hse.gov.uk/toolbox/height.htm	1	3	3	All : Lead hirer/responsible person on the day
First Aid (Injury)	Provision of first aid equipment	3	3	9	In the event of an injury a first aid box containing sufficient in date kit is available. The box is inspected regularly and refreshed when kit is removed. The location of a first aid box is in Kitchen : green + sign				Jenny Burt / Charlotte Taylor
					Details of first aiders are published on the H&S Noticeboard and also against the first aid boxes				All : Lead hirer/responsible person on the day
					All accidents and near misses however minor should be reported to the Trustees in the accident book				All : Lead hirer/responsible person on the day

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Lone Working – in AMMH	Lone working procedure	2	2	4	Briefings to remind Trustees, contractors and Users. Close Call reporting.	1	2	2	All : Lead hirer/responsible person on the day
Asbestos – risk from coming into contact with material if altering fabric of building	AMMH policy is to use contractors to carryout building work	4	5	20	There are no records of asbestos being present in the building. Demolition and refurbishment survey is to be commissioned prior to any work.	1	5	5	Trustees : nominated subcontractor
Security – in AMMH (theft, assaults)	Access to buildings managed by Keybox security measures	1	3	3	Reminders to Trustees on security issues, Lessons learnt etc. Close Call reporting. Security assessments.	1	3	3	Trustees :
Business Travel (UK)by Trustees – personal security and safety issues	Use public transport	2	3	6	Where possible use on-line meetings i.e. TEAMS	1	3	3	Trustees :
Needle stick injury	Good housekeeping external lighting	4	4	16	Needle disposal kit to be used when removing needles. Must only be used by competent people	2	4	8	Trustees :
Home Working	AMMH Charity guidelines	1	3	3	Home Working Risk Assessment. On-Line DSE Assessment to be undertaken if identified as a risk	1	3	3	Trustees :
Stress	Trustee Assistance Programme. Trustee body awareness	2	3	6	Mental Health First Aiders Mental Health E-Learning modules Trustee Wellbeing programme	1	3	3	Trustees :

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Hygiene and welfare	Facilities provided for users to clean. Cleaning regime in place for normal use	3	3	9	AMMH must be regularly cleaned by, mopping floor surfaces, vacuuming, dusting and wiping worktops, cupboards window sills etc. Trustees and hirers must ensure that the cleaners can access the areas that they are	1	3	3	Trustees
					Kitchens must be kept clean at all times by ensuring that spills and dirt is cleaned by immediately. Kitchens to be kept stocked with blue roll, washing-up liquid, cloths, disinfectant spray.				Trustees
					Cleaners to clean the fridge on a weekly basis.				Trustees
Food Allergies	Advice to hirers to be aware of any allergies	2	3	6	Kitchens must be kept clean at all times by ensuring that spills and dirt is cleaned by immediately.	1	3	3	All staff, contractors and visitors
COVID See separate COVID risk assessment	Government Guidance	3	5	15	Business procedures and control measures in accordance with primary guidance.	2	5	10	All staff, contractors and visitors

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The Risk Matrix on Page 8 gives the two axis of Likelihood or Probability and Severity. Using these two axis to determine existing risk by multiplying the two numbers together ie $3 \times 2 = 6$ that gives a risk factor that can then be set against the 'Further Action' column to mitigate this risk, thereby resulting in a lower risk factor. ie $3 \times 1 = 3$.

Likelihood Category	Classification Term	Description
1	Unlikely	Improbable, highly unlikely to occur
2	Seldom	Remote, unlikely to happen but could
3	Occasional	Occasional, increased change or probability, event could happen or occur
4	Likely	Probable, more likely to happen than not
5	Definite	Frequent, highly likely to happen, almost certain

Severity Category	Classification Term	Description
1	Insignificant	Minor Injuries/ill health – non-first aid
2	Marginal	Injuries-requiring first aid but no lost time
3	Moderate	Injury or illness incurred at work with 3 or more days lost time from work
4	Critical	Major injury/single fatality potential or illness with long term health effects, long absence from work
5	Catastrophic	Multiple fatality potential

Low risk Control measures to be upheld and reviewed as necessary to control residual risk as far as is reasonably practicable

Medium risk Control measures to reduce risk rating to a level which is as low as reasonably practicable. Add details of residual risk to drawings/docs

High risk Activity not permitted. Hazard to be avoided or reduced

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SCORE (P x S) 1-5	SEVERITY (S)					
	MULTIPLY (P & S) TOGETHER	1.Minor	2. Low	3.Medium	4. High	5. Major
PROBABILITY (P)	1. Unlikely	1	2	3	4	5
	2. Remote	2	4	6	8	10
	3. Possible	3	6	9	12	15
	4. Probable	4	8	12	16	20
	5. Very Likely	5	10	15	20	25

Name of Assessor:	Name of Checker:	Date of Assessment:
Richard Karn	Check Pending	13/04/2023