

Risk Assessment

Village Halls & Special Events

Michelle Yorke
Risk Consultant
Zurich Resilience Solutions



Overview

- Introduction to Risk Assessment
- Why do a Risk Assessment?
- 5 Steps to Risk Assessment
- Record Keeping
- Practical Example
- Useful Resources



Introduction to Risk Assessment

Risk Assessment:

- A fine balancing act
- Lots of paperwork
- Tickbox exercise?



Vs

- Something we all do every day
- Systematic
- Protects people
- Protects organisations



Introduction to Risk Assessment

“A risk assessment is nothing more than a careful examination of what, in your work, could cause harm to people.”

...to enable precautions to be taken to prevent injury and ill-health.



Why do a Risk Assessment?

Reg 3, Management of Health and Safety at Work Regulations 1999

- ✓ To prevent accidents & incidents
- ✓ Avoid prosecutions
- ✓ Deal with claims/civil actions
- ✓ Prove you are taking reasonable precautions
- ✓ To run successful events
- ✓ Protect the public
- ✓ Control contractors
- ✓ Reputation
- ✓ Effective use of resources



5 Steps of Risk Assessment

Step 1

Identify the Hazards

Step 2

Decide Who Might Be Harmed and How

Step 3

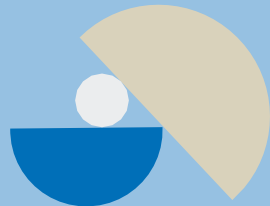
Evaluate the Risks and Identify Precautions

Step 4

Record Significant Findings (And Implement)

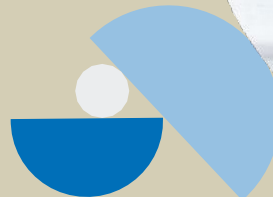
Step 5

Review Your Assessment and Update



Record Keeping

- Significant findings
- Write them down (5+ employees & claims defence)
- Keep it simple and proportionate
- Record retention policy
 - Maintain records for at least 6 years (personal injury & property liability)
 - Children can claim until 18 + 3 years



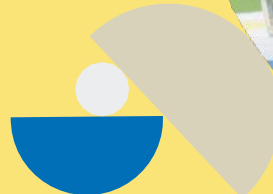
Practical Example

A village hall is organising a community fete & Jubilee celebration.

This will involve:

- Inflatable games & bouncy castle
- Car parking
- Food stalls & a licensed bar
- Stage set up, decor & live music

Complete a risk assessment



Practical Example

Main health and safety considerations:

Who?

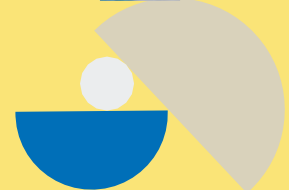
- Children, elderly, vulnerable, disabled persons, contractors, self-employed, staff

Where?

- Car park
- Grounds
- Hall building

What?

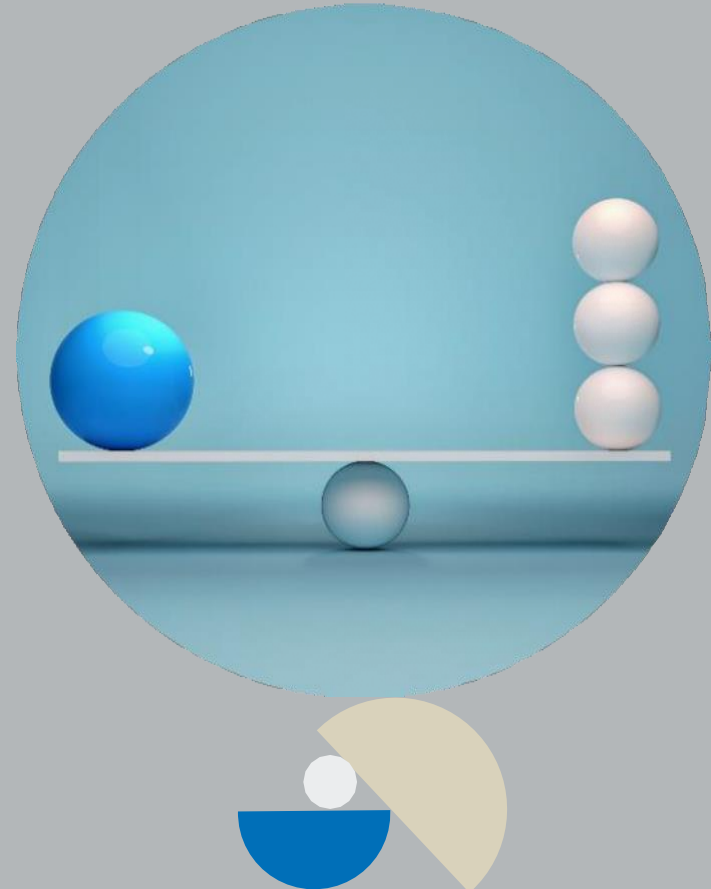
- Activities/Equipment
- Causes of harm
 - Slips and trips
 - Large crowds
 - Vehicle movements
 - Manual handling
 - Work at height
 - Contaminated food
- Control measures
 - Existing/Additional
 - Reasonable to do more?



Practical Example

What is reasonably practicable?

- ✓ Likelihood that someone will be injured
- ✓ Seriousness of the possible injury
- ✓ Social value / positive result of the activity
- ✓ Cost of preventative measures





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Useful Resources

Resource		Link	
Claims Defensibility Guide - Managing Risk (Zurich)		https://www.zurich.co.uk/-/media/business/documents/our-expertise/a_guide_to_our_training_services.pdf	
Managing risks and risk assessment at work (HSE)		https://www.hse.gov.uk/simple-health-safety/risk/index.htm	
Risk assessment - A brief guide to controlling risks in the workplace (HSE)		https://www.hse.gov.uk/pubns/indg163.htm	
Template Risk Assessment for Village Halls (HSE)		villagehall.pdf (hse.gov.uk)	
Event risk management for your not-for-profit (Zurich)		https://www.zurich.co.uk/news-and-insight/event-risk-management-for-your-not-for-profit	
		Phone Number	Email Address
Local Community Advisory Service (LCAS) (For Existing Zurich Customers)		0800 302 9052 (Option 3)	lcashelpline@uk.zurich.com
ACRE Network Village Hall Advisors		01285 653477	contact@acre.org.uk

Thank you

Michelle Yorke
Risk Consultant
Zurich Risk Engineering

