

General risk assessment form

Risk assessments should be reviewed at least annually, or after accidents, near misses and when significant changes in personnel or work practices occur. To assist managers when completing their risk assessments, guidance, information and a number of generic risk assessments and/or checklists are available on the HMRC Intranet under **Health and Safety**.

Advice on hazards, risks and risk assessment is available from the HMRC H&S Advisers. You can contact them through the HR Service Centre.

Location		Activity				
Leominster Priory church		Birmingham Philharmonic Orchestra / Lunchtime concert/ Festival events				
Issue						
04/06/2021						
Number	Hazard	Possible effects/harm	Risk rating H, M, L	Detail existing controls	Detail further action required to reduce risk	Revised risk rating H, M, L
	Something with the potential to harm: hazards listed should be all those present before controls are in place.		Indicate the rating prior to controls being in place.	Provide details of control measures already in place..	Note the action required, responsible person and target date.	Indicate the rating following implementation of controls.
1	Uneven surfaces	Physical harm from uneven surfaces	M	Warning signs/tape in place	Stewards to warn attendees of any risks from slips, trips or falls	L
2	Setting equipment	Physical harm resulting from manual handling	M	Ensure everyone involved in activity is aware of the risks.	Maintain vigilance if someone is struggling with moving furniture suggest they stop or change activity	L
3	Anaphylaxis	Physical effects resulting incorrect labelling	M	Ensure people are aware of any and all allergens	Be aware of any pre-existing conditions	L
4	First aid incidents	Physical risk of injury	M	2x first aiders on site with full first aid kits including trauma kits and defibrillator.	Access available for emergency vehicles.	L
5	Anti-social behaviour	Risk of injury or upset caused by anti-social behaviour	M	Ensure any incidents of anti-social behaviour is dealt with effectively.	Ensure police are aware of the event taking place	L

6	Noise	Noise nuisance to residents	M	Ensure letters go out to residents informing them of the activity	Remind noisy participants to be respectful of others	L
7	Damage to property	Risk of damage to property	M	Make sure landlord is immediately aware of any damage	If requested by business, ensure contact number is available	L
8	Fire	Physical harm caused by fire	M	No smoking inside the event. Flammable equipment kept to a minimum. Fire exits checked and clear	Access to extinguishers is deemed required	L
9	Broken glass	Risk of injury from glass fragments	M	Ensure all breakages are cleared away effectively	Have suitable glass breakage bins available	L
10	Electrical	Risk of shock/fire	M	Ensure all equipment is suitable for use	Check any pat test certificates	L
11	Crowd control in emergency	Risk of injury	M	Ensure all staff, volunteers & stewards are aware of exits and evacuation procedures	Priority seating for disabled persons to be able to access exits	L
12	Crime/ Terrorist incident/ Building collapse	Risk of injury/trauma	H	Ensure vigilance regarding unusual behaviour/packages	Stewards, staff and volunteers MUST be aware of fire exits and evacuation procedures	L
13	Food Poisoning	Risk of illness/sickness	M	All responsible for foods must maintain high food standards	Any available foods must be stored at correct temperatures and served at correct temperatures also	L

Declaration

Managers should monitor and review the application of the specified controls.

Prepared by

Karl Griffiths

Date

04/06/2021

Signature (SO or above)

Date

I certify that all controls are in place which reduce risk to as low as is reasonably practicable, all staff have been informed and safe systems of work have been applied.

Risk rating

This is **your** evaluation of the potential impact and likelihood of harm occurring.

Risk rating	Action required
High For example, <ul style="list-style-type: none">fatality possible to one or more individuals however infrequentmajor injury to few individuals occurring frequentlylikelihood of long term muscular-skeletal problems affecting significant numbers of staff.	Immediate action required.
Medium For example, <ul style="list-style-type: none">major injury to one/few individuals occurring infrequentlylikelihood of long term muscular-skeletal problems affecting some staff.	Requires attention as soon as possible.
Low For example, minor injury occurring infrequently to few staff.	Not a priority, may need attention if not as low as reasonably practicable.

