



Appendix B –Risk Assessment Template

RISK ASSESSMENT FORM	Risk Assessment Ref Number
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TO BE VALID THIS RISK ASSESSMENT MUST BE MADE SITE / PERSON / TASK / EQUIPMENT SPECIFIC AS APPROPRIATE

Establishment: Oldham Heritage, Libraries and Arts	Assessment by:	Date: Last reviewed:
Task / Process / Environment / Equipment Being Assessed:	Approved by:	Date: Last reviewed:

What are the hazards to health, safety and the environment? (eg heavy box, fuel delivery)	Who or what might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by whom?	Action by when?	Date completed

1. Traffic in HLA parking area and in front of Library doors - child or adult getting knocked over when entering or leaving the building.	Event Attendees	1	5	5	Groups must confirm parking arrangements before their visit. Children must always be supervised by adults Access gate should be kept locked shut unless access is required to drop off visitors with disabilities or deliveries. Area and gate monitored by Customer Experience Assistants.	On the day dynamic risk assessment conducted by event facilitators. Any risk factors identified communicated to attendees.	Event organisers /facilitators		
2. Floor surfaces throughout HLA estates – slips or trips, bruises, grazes, bumps, and broken bones.	Anyone entering HLA estates	2	2	4	Hazard signs are put out when the floors are being mopped or any obstruction is in the way. Projector cables shielded. Public areas checked for obstacles on regular basis by HLA staff. Private hire areas checked for obstacles on regular basis by hirers. Children supervised. Appropriate behaviours observed (in line with Room Hire Policy section 5) and caution employed at all times.				

3. Displays & Exhibitions - slips or trips, bruises, grazes, bumps, and broken bones. Damage to artwork	Anyone entering HLA estates	3	3	9	Visitors are asked not to touch any of the exhibits unless specifically directed by Gallery staff or signage. Broken exhibits are reported to senior curator and technicians. Exhibits are fixed as soon as possible, and a sign put in place. HLA staff radio for assistance when they require support on the galleries. Any exhibition hazards risk assessed after exhibition installation.	Broken exhibits to be reported to HLA staff.	Anyone entering HLA estates		
4. Lifts breaking down - claustrophobia, panic attacks, fainting.	Anyone entering HLA estates	3	1	3	Instructions and alarms in lifts. HLA staff briefed in breakdown procedure. Maximum capacity for lifts observed.				
5. Accidents on Stairs - slips or trips, bruises, grazes, bumps, and broken bones.	Anyone using stairs on HLA estates	1	3	3	Regular maintenance checks. Children supervised. Running not permitted.				

6. Fire – burns, inhalation of smoke, death.	Anyone entering HLA estates	1	5	5	Requirement for attendance records. Event facilitators must notify HLA staff in advance of their visit, if any individuals in the group have a physical disability or condition that means they require assistance in the event of an emergency evacuation. Trained Fire Marshalls and Fire Wardens who assist with evacuations. The assembly point is the Sainsbury Car Park or Southgate Street Car Park (whichever is closest to your point of exit)	Event facilitators/organisers to keep attendance records, sufficient to report to fire services whether they can confirm everyone has evacuated the building.	Event facilitators/organisers		
7. Balconies - broken bones and death	Anyone entering upper levels of HLA estates	1	5	5	Children always supervised. Special care should be taken on the balconies.				
8. Accidents/sudden illnesses.	Anyone entering HLA estates	2	3	6	First Aiders and First Aid kits available. Accident Report Procedure in place. HLA Staff and event facilitators instructed to notify emergency services in the event of an emergency. HLA Staff and event facilitators instructed to notify site managers.				
9. Risk of contracting COVID 19	Anyone entering HLA estates	1	5	5	Local and national guidelines will be followed.				

10. Unfamiliar environment – vulnerable person getting lost, distress/injury.	Vulnerable people, such as children or those with additional needs	2	1	2	Carer's to accompany their charges as appropriate to the needs of the individual. HLA front of house staff wear uniforms to identify them. Floor plans available.				
11. Bee Hive on external landing – stings, allergies, skin reactions, anaphylactic shock, death.	Anyone entering HLA estates	1	5	5	The registered beekeeper visits monthly to ensure all safety measures are up to date. Accident Report Procedure in place.				
12. Damage to artwork	Artwork or museum objects	1	3	9	Event facilitators advise attendees to be mindful of being cautious around art work. HLA Staff radio if they need extra support on the galleries.				
13. Equipment used in workshops - bruises, grazes, bumps, broken bones, allergies, skin reactions, poisoning and vomiting	Attendees at workshops	3	3	9	Activities are age appropriate. Clear guidance given to groups handling objects by the facilitator. Group must always be supervised and supported in activities by facilitators. Sharp tools must be logged in and out by the facilitator (i.e. wire cutters). Handwash facilities provided. First Aid kit available.	Risk assessment in place for all elements of workshops	Facilitator/organiser		

14. Toilets – needles, drugs, blood	Anyone entering public building toilets	1	3	3	Toilets are checked and cleaned regularly. In the unlikely event that a toilet is found to be hazardously dirty or contaminated by blood or drugs etc. HLA Staff notified ASAP. Vulnerable people receive appropriate support/supervision with toilet access.	Report any concerns around toilet safety	Event organiser/facilitator		
15. Violence or abuse from members of the public	Anyone occupying public buildings	1	3	3	HLA Emergency procedure protocols in place. Event facilitators to alert a member of HLA staff.				
16. Additional access requirements can cause emotional and mental distress and increase risk of accident, if not fully met.	People with special needs and disabilities	1	3	3	HLA equipped to put in place PEEP Personal Emergency Evacuation Plans (template to be requested at time of booking). HLA can agree breakout spaces for reduced sensory stimulation. Ear defenders available upon request. HLA offer Risk Assessment templates/support.	Facilitators communicate any access requirements for attendees. HLA to work with individuals to mitigate any risks arising. Some specialist events will require additional risk assessment and approval by HLA.			

Organiser adding non-standard activities to a meeting room hire booking without communicating to HLA, that increase risk of harm.	Event attendees and facilitators. HLA staff	1	5	5	Conditions of use clearly stated in Room Hire Policy. Risk Assistant paperwork required for bookings that must include assessment of non-standard activities.	Some specialist events will require additional risk assessment.			
Room Set up:- a) Heavy lifting, moving. b) Tripping over cables on the floor for AV kit. c) Exceeding safe level of delegate numbers per room.	Event facilitators and organisers and some attendees.	2	3	6	Ensure Furniture is set up correctly (i.e. Not blocking exit points or passages). Ensure no cables trailing. Use of cable covers. OHPs and flipchart stands to be set up away from passageways or entrance/exit points. Work to room capacities from Registry and Risk/Safety & Health. HLA staff Manual Handling trained. Safe lifting practices observed.	HLA to conduct random audit of rooms, to ensure they are being set up in a safe manner. Risk Assessment for all bookings must include evaluation of slip, trip and lifting hazards.			

Electrical equipment – catching fire, trailing leads, mal-function, etc	Anyone entering HLA estates	1	5	5	Equipment PAT tested. No trailing wires or overloaded multi-point extension cables. External equipment - Client to provide PAT test certificate for external equipment used, prior to event.	Client to provide PAT test certificate for external equipment used, prior to event.	Event organiser/f acilitator		
DATE OF REVIEW:						REVIEWED BY:	COMMENTS:		
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RISK MATRIX

The matrix below is used to calculate risk based on likelihood x severity (higher scores indicating higher levels of risk). The resulting score is used to calculate risk ratings and to determine whether additional safety management measures are required to further reduce remaining risk to an acceptable level.

Any risk rating in the red area indicates significant risk which would need to be further controlled before proceeding.

	SEVERITY				
LIKELIHOOD	Insignificant	Minor	Moderate	Major	Catastrophic
Very unlikely	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very likely	5	10	15	20	25

KEY: SEVERITY OF HARM

	Severity	Description	Persons at risk
1	Insignificant	Non or insignificant injury / illness / loss	1
2	Minor	Minor injury / illness / loss minor first aid required	up to 5
3	Moderate	Injury / illness / loss – reportable to the HSE	up to 10
4	Major	Major injuries / severe incapacity – reportable to the HSE	up to 25
5	Catastrophic	Fatality / severe incapacity	25 or more

IMPORTANT
When calculating the risk, the number of persons exposed and the frequency of exposure to risk must be considered
Risks that calculate as high MUST have further control measures put into place that reduce the risk BEFORE the activity is carried out
Medium risk factors should have more control measures introduced where possible to reduce the risk to the lowest possible risk
Staff MUST be prohibited from undertaking medium to high risk activities for which they have not received appropriate training
The risk assessment must be signed by the risk assessor or the person in authority managing the activity concerned