NEW FROST HALL POLICY DOCUMENT
INTERNAL RISK MANAGEMENT

Why this policy exists

The New Frost Hall ("the hall") is a charity, and its' activities fall under the regulation of the charity regulator, the Charity Commission ("the commission"). This policy covers the management of internal risk as it relates to the hall. This policy provides the hall with an effective and easy to follow process that appropriately follows the commission's guidance.

Background

The commission recognises that risk is an everyday part of charitable activity and managing it effectively is essential if the trustees are to achieve their key objectives and safeguard their charity's funds and assets.

The risks that a charity faces depend very much on the size, nature and complexity of the activities it undertakes, and also on its finances. As a general rule, the larger and more complex or diverse a charity's activities are, the more difficult it will be for it to identify the major risks that it faces and put proper systems in place to manage them. This means that the risk management process will always need to be tailored to fit the circumstances of each individual charity, focusing on identifying the major risks

Scope

The hall is a small charity. Consequently, the trustees of the hall, having taken into consideration the risks it faces in carrying out its role for the community of Foulsham, consider that the most likely risk it faces is in relation to Health and Safety issues that could be encountered by users of the hall's facilities.

This policy describes the Health and Safety risk management process adopted by the trustees.

Policy

It is the halls policy that risk to users Health & Safety are managed to a level considered to be 'as low as reasonably practicable' (ALARP). This necessarily takes the halls financial reserves into consideration.

Who reports Health & Safety concerns & how do they do it?

All Health and Safety concerns need to be communicated to the trustees and there are several ways in which it can be done. All user groups have access to the trustees through their representative on the hall committee. Individuals can pass their concerns through any member of the hall committee. All users of the hall's facilities are entitled to report Health & Safety concerns, as are members of the committee in their own right.

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Actions we will take in response to a Health & Safety concern

As soon as reasonably practicable, the committee will consider the concern raised. This is likely, but not exclusively, to be at the next scheduled meeting of the hall committee. If considered appropriate, the committee will arrange for a Health & Safety risk assessment to be performed by a suitably qualified person ("the assessor").

Risk Assessment procedure

The assessor shall:

- Refer to any existing guidance relating to the activity.
- Consult with users to learn from their detailed knowledge and listen to their concerns.
- Look at the accident register to get information on past problems.
- Walk round the area the activity is to be conducted noting things that might cause harm.
- Ensure all relevant hazards and risks are recorded on a risk assessment form and suitable and sufficient controls are noted.

A hazard can be defined as something with the inherent potential to cause harm or injury to people and damage to property or the environment.

Risk can be defined as the likelihood of harm or injury arising from a hazard. The extent of a risk can only be quantified by an assessment of the adequacy of any existing control measures.

The risk assessment must enable the trustees, with guidance from the assessor, to prioritise remedial measures based on the 'risk rating' attributed to each identified hazard. The risk rating is the severity of the hazard multiplied by the likelihood of its occurrence.

A widely used method for displaying risk ratings is the heat map, shown below.

		Likelihood				
		Not expected and would only occur in exceptional circumstances	Not expected but conceivable, could occur sometime	May occur at sometime	Will probably occur in most circumstances	Expected to occur in most circumstances
Severity	Consequence	1	2	3	4	5
1	Slight injury or health effect	1	2	3	4	5
2	Minor injury or impact on health	2	4	6	8	10
3	Major injury or impact on health	3	6	9	12	15
4	Permanent disability or up to 3 fatalities	4	8	12	16	20
5	More than 3 fatalities	5	10	15	20	25

Elimination or reduction of risks

It is the halls policy to address risks in order of priority, following an assessment of their risk rating, according to the following guidelines.

Red – Major risk
Activities should <u>NOT</u> be started or continued until the risk has been reduced. Additional risk control measures required.

Orange – Significant risk
Often high risks can be reduced by improving controls. High risks may be acceptable in situations where consequences are potentially high, but the likelihood of incidence has been reduced significantly. This needs to be signed off by the trustees.

Yellow – Further review
Medium level risks are likely to be acceptable if suitable controls are in place.

Green – Proceed
Low risks are acceptable unless there are low-cost solutions which removes the risk altogether.

The hall committee will reduce risks, so far as is reasonably practicable and, where possible, eliminate them altogether. Risk assessments will take into account the hierarchy of control:

- Eliminate – the substance or practice.
- Replace – substitute for a lesser hazard.
- Isolate – restrict access to the problem.
- Control – at source e.g. dust extraction.
- PPE – the last resource after all mechanical controls are in place
- Discipline – follow the rules, obey signs and instruction.

PPE (Personal Protective Equipment) should normally be regarded as an interim measure, pending a reduction of risk by more reliable and permanent means.

Policy review

This policy will be reviewed annually

Revision	Approved by	Approval Date	Main Changes	Next Review
1.0	Policy sub committee	11 Dec 2023	First issue	Dec 2024