

# Risk Management Policy for Prestbury Hall

## 1. Introduction

This policy outlines the commitment of Prestbury Hall, managed by Prestbury Hall Users Group, to managing risks associated with the operation and use of the hall. As a charity with a turnover below £20,000, we aim to implement a proportionate and effective risk management approach.

## 2. Objectives

- To identify potential hazards and risks associated with the hall and its activities.
- To assess the likelihood and impact of those risks.
- To implement appropriate control measures to minimize or eliminate risks.
- To regularly review and update the risk management process.
- To ensure compliance with relevant health and safety legislation.

## 3. Responsibilities

- **The Trustees (Prestbury Hall Users Group):** Has overall responsibility for overseeing risk management. This includes:
  - Approving this policy and any updates.
  - Ensuring regular risk assessments are conducted.
  - Implementing and monitoring control measures.
  - Providing adequate resources for risk management.
- **Hall Hirers/Users:** Responsible for:
  - Complying with the hall's terms and conditions of hire.
  - Reporting any hazards or incidents to the Trustees.
  - Taking reasonable care for their own safety and that of others using the hall.

## 4. Risk Management Process

- **Risk Identification:** Regularly identify potential hazards through inspections, consultations with users, and reviewing incident reports. Consider:
  - **Building and grounds:** Structural safety, fire safety, electrical safety, trip hazards, outdoor play areas.
  - **Activities:** Events held, equipment used, potential for overcrowding.
  - **People:** Vulnerable users (children, elderly), staff and volunteer safety.
- **Risk Assessment:** Evaluate the likelihood and potential impact of each identified risk. Use a simple risk assessment matrix (low, medium, high) to prioritize risks.
- **Control Measures:** Implement measures to eliminate or reduce risks. These may include:
  - **Elimination:** Removing the hazard entirely (e.g., removing a trip hazard).
  - **Substitution:** Replacing a hazard with a safer alternative (e.g., using safer cleaning products).
  - **Engineering Controls:** Physical changes to the building or equipment (e.g., installing guardrails).
  - **Administrative Controls:** Procedures and policies (e.g., fire evacuation procedures, regular inspections).

- **Personal Protective Equipment (PPE):** Providing protective equipment where necessary (e.g., gloves for handling cleaning materials).
- **Review:** Regularly review the risk assessments and control measures, especially after any incidents or changes to the hall or its use.

## **5. Documentation**

- Maintain a record of all risk assessments, including identified hazards, risk ratings, and control measures.
- Keep an incident log to record any accidents, near misses, or complaints.
- Ensure relevant policies, such as fire safety procedures and first aid arrangements, are readily available.

## **6. Communication**

- Communicate this policy to all Trustees, hall users, and volunteers.
- Display relevant safety information clearly in the hall.
- Provide training to staff and volunteers on risk management procedures.

## **7. Review**

This policy will be reviewed annually or more frequently if required due to changes in legislation, incidents, or hall usage.

**This policy is not exhaustive and should be used in conjunction with other relevant policies and procedures, such as health and safety, fire safety, and safeguarding.**