

NETHER WALLOP PARISH COUNCIL RISK ASSESSMENT	Decorating the Village Hall	Version: Date:	16 Sep 22	Adopted Date: Minute no.:	TBC TBC	Review Date:	As Required
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The methodology used is a combination of quantitative risk assessment (numerically assessing probability & consequence) **Hazard Severity x Likelihood of Occurrence = RISK.**

Hazard Severity (Impact)			Likelihood of Occurrence (Odds)		
1	Nil	Trivial or insignificant harm to persons, property or business activities	1	Not likely	There is no real likelihood of it occurring.
2	Slight	Causing minor harm allowing work / activities to continue	2	Possible	Possible occurrence, but potential is minimal.
3	Moderate	More Serious, capable of resulting in 3 or more days off work for one or more individuals , or property damage resulting in a temporary interruption to business activities with some financial loss.	3	Quite Possible	Incident will only happen if several factors are present.
4	High	Possible fatality or serious injury to an individual. Longer term interruption to business and/or high financial costs.	4	Likely	Regular incidents occur, but no injury. May result in injury with additional factors introduced.
5	Very High	Multiple fatality and/or destruction to work environment. Long term or permanent business interruption and/or very high financial costs.	5	Very Likely	Almost 100% certainty that an incident will occur or it is a common occurrence.

A risk factor can be found using the equation, ranging from 1 (no severity and unlikely to happen) to 25 (just waiting to happen with potentially disastrous results. However it is important to judge both the severity and the likelihood independently. Having identified the numerical risk factor, the 'risk matrix' will help determine the urgency of the action.

RISK ASSESSMENT MATRIX.

Likelihood (ODDS)	Potential Severity (IMPACT)					1-5	Low Risk	Tolerable	Little or no action required
	1	2	3	4	5				
	2	4	6	8	10	6-9	Medium Risk	Unacceptable	Some action required and monitor during event.
	3	6	9	12	15				
	4	8	12	16	20				
	5	10	15	20	25	10-25	High Risk	Unacceptable	Urgent action required. Stop process. Compensatory measures / new procedures must be put in place within 24hrs. Resolving the issue may take longer, but must be in hand. (People may need to be removed from the risk whilst it is assessed.)

Activity	Hazard / Risk	People at risk	Mitigation of Risk / control measures	Impact	Odds	Score	Action required	Target date and by whom	Score after control measures
Decorating	Lone working	Decorator	If there are periods of lone working, the decorator to notify the Clerk so arrangements can be made to frequently check on the decorator's well being.	3	2	6	Decorator to notify Clerk for all times of lone working.	Decorator Daily whilst working	3
							NWPC to check periodically through the day that all is well.	Clerk / Booking Manager.	3

Activity	Hazard / Risk	People at risk	Mitigation of Risk / control measures	Impact	Odds	Score	Action required	Target date and by whom	Score after control measures
Decorating	Working at heights	Decorator	There is a risk of injury from falling	4	3	12	Work from a tower ensuring the guard rails are correctly fitted	Decorator Daily whilst working	4
Decorating	Scaffold Tower unstable / collapses	Decorator	Prior to use, checks to be made on stability.	3	2	6	Check the fittings instructions and rigidity and stability each morning. Ensure it cannot move whilst in use.	Decorator Daily whilst working	3
Decorating	Infection from cuts and grazes	Decorator	Ensure that a first aid kit is available for the treatment of such injuries	2	2	4	Decorator to bring a personal first kit	Decorator by 17 Oct	2
							Purchase suitable first aid for permanent residence at the Village Hall	Clerk by 17 Oct	
Decorating	Risk of causing a fire inside the village hall	Decorator, neighbours	No heat or flames to be used during the process of decorating the hall	4	3	12	None. Agreed that heat and flames will not be used during the decorating process	Agreed 16 Sep 22	4
Decorating	Risk of electrocution whilst removing sockets for decoration	Decorator	Faceplates to be slackened sufficient to allow for painting but not removed.	4	2	8	Agreed plates to be loosened and not removed	16/9/22	4
							Decorator to be aware of master consumer unit in lobby cupboard	Clerk to advise on 17 Oct	
							Decorator to not perform this task alone		
Decorating	Risk of paint damage to sound insulation boards mounted on the ceiling	Equipment	Masking tape to be applied around the sound boards to prevent paint damage	2	4	8	Contact the sound board suppliers for decorating guidance and relay to Decorator	Clerk by 23 Sep 22	2
							Mask sound boards whilst decorating	Decorator whilst decorating	
Decorating	Damage to the AV speakers	Equipment	Cover the speakers to prevent paint damage.	1	3	3	Apply plastic covering over the speakers	Decorator whilst decorating	1

Activity	Hazard / Risk	People at risk	Mitigation of Risk / control measures	Impact	Odds	Score	Action required	Target date and by whom	Score after control measures
Decorating	Risk of damage to curtains and pictures	Equipment	Pictures and curtains to be removed before work commences.	1	3	3	Agree where the curtains and pictures can be stored during decoration.	NWPC to agree asap.	1
							Schedule removal of items	CIrrs or decorator before 17th	
Decorating	Members of the public entering the hall during decorating works	Members of the Public, Decorator	Need to communicate the two week closure period of the village hall	3	4	12	Notify immediate neighbours to the hall, gardener, cleaning company and other approved visitors	NWPC Clerk at least one week before commencement of works	3
							Issue a notice on "The Pump" and on the Parish Facebook group regarding the hall's closure		
							Laminated notice on the front door of the hall announcing the closure		
Decorating	Waste management	Decorator, bin men, hall users	Waste products from decorating to be correctly disposed to avoid contamination	2	2	4	Decorator to remove and dispose of empty paint tins. Partially used tins to be retain by NWPC for future repairs	Decorator during works	4
							Other waste products to be placed in the Village Hall external waster bins		
Hall bookings	Risk of germ contamination after the works complete	Hall users, cleaning staff	After the decoration completes, need to ensure the facilities are clean for use	1	3	3	Kitchen surfaces to be wiped with anti-bac cleaner. (usual Cleaning)	Booking manager to schedule after completion	1