

## **Boxted and Hartest Institute Health and Safety Risk Assessment**

### **Introduction**

The Botted and Hartest Management Committee agreed to do a risk assessment of the Institute to control the risks to people who use the Institute and are involved in its maintenance and upkeep.

The Management Committee do not have a legal requirement to record the findings of this risk assessment as less than 5 people work at the Institute. Much of the repair and maintenance at the Institute is done by self employed workers who have responsibility for their own health and safety, as well as other issues like hours they work and their financial and tax arrangements.

However the Management Committee decided that there were sound legal and business reasons to record the findings of the risk assessment, and to take steps to make sure they were brought to the attention of those working or holding an event in the Institute.

The health and safety representative of the Management Committee carried out the risk assessment.

### **How was the risk assessment done?**

1. To identify the hazards the health and safety representative
  - Looked at the Health and Safety Executive (HSE) web pages for advice and guidance for small businesses
  - Walked around the Institute, car park and other areas with another member of the Management Committee noting issues that might pose a risk
  - Spoke to other users of the Institute and people who had done jobs at the Institute to get their views on health and safety.

2. The health and safety representative wrote down who could be harmed by what hazards and how.
3. The controls that were already in place to manage these risks were then compared to the guidance on the HSE website.
4. The findings of the risk assessment were then put into practice writing down who was responsible for doing what and by when. (see attached)
5. The findings were discussed with the Management Committee who agreed to put in place all the additional risk controls that had been suggested. It was also decided to put a copy of the attached risk assessment on the notice board in the reception area.
6. The Management Committee decided to review the risk assessment every year or immediately if any changes occurred to the Institute or how the Institute was used.

