

Appendix B

Risk Assessment Guidance

The assessor can assign values for the hazard severity (a) and likelihood of occurrence (b) (taking into account the frequency and duration of exposure) on a scale of 1 to 5, then multiply them together to give the rating band:

Hazard Severity (a)		Likelihood of Occurrence (b)	
1 – Trivial	(eg discomfort, slight bruising, self-help recovery)	1 – Remote	(almost never)
2 – Minor	(eg small cut, abrasion, basic first aid need)	2 – Unlikely	(occurs rarely)
3 – Moderate	(eg strain, sprain, incapacitation > 3 days)	3 – Possible	(could occur, but uncommon)
4 – Serious	(eg fracture, hospitalisation >24 hrs, incapacitation >4 weeks)	4 – Likely	(recurrent but not frequent)
5 – Fatal	(single or multiple)	5 – Very likely	(occurs frequently)

The risk rating (high, medium or low) indicates the level of response required to be taken when designing the action plan.

	Trivial	Minor	Moderate	Serious	Fatal
Remote	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

Rating Bands (a x b)		
LOW RISK (1 – 8)	MEDIUM RISK (9 - 12)	HIGH RISK (15 - 25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	-STOP THE ACTIVITY- Identify new controls. Activity must not proceed until risks are reduced to a low or medium level

**The Yorke Trust Risk Assessment
The Old Norwich Arms**

Assessor(s): John Mallott (Independent assessor) and Carol Jennings (Trustee)	Date: February 2018	Context: All activities
Overview of activity / location	Accommodation for residential courses. Provision of meals for course participants and guests.	
Context:	This risk assessment applies to course participants, performers and guests.	

	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
1	Emergency evacuation of premises	All	<ul style="list-style-type: none"> • Fire extinguishers checked by provider; • Emergency exits at front of house to be unobstructed; • Ensure door to sitting room from staircase left unobstructed; • Ensure kitchen door is closed at night; • Emergency exits have emergency lighting; • All bedrooms have Fire Guidelines; • All Fire extinguishers labelled; • Fire blanket situated in kitchen; • Fire Assembly Point located by portacabin on meadow; • Surface to Assembly Point is uneven. 	2	3	6	Ensure Evacuation procedures are explained to all new hirers on arrival. No running.

	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
2	Tripping /falling hazards	All	<ul style="list-style-type: none"> Reasonable care taken by course participants and others concerned at all times. Check no trailing wires; Entrance lit by automatic light as approach. Bunk beds have ladders. 	2	3	6	Reminder to be given on basic safety awareness (no running etc).
3	Injury and medical emergency	All	<ul style="list-style-type: none"> First aid kit (including caterer's) on cupboard lower shelf; All accidents and breakages to be reported to The Yorke Trust; Accident Book located on cupboard shelf; Hirers to provide appointed First Aider whose primary role is to call for help as soon as possible. 	2	3	6	<p>Accidents and medical incidents are recorded in Accident Book</p> <p>Reminder to be given on basic safety awareness (no running etc).</p>
4	Equipment in ONA	All	<ul style="list-style-type: none"> All electrical equipment and leads are PAT tested annually by a qualified person; Equipment is insured; Adequate care is taken whenever heavy instruments and furniture are moved; Care is taken to avoid trapped fingers when using music stands; Fire exits free of all obstructions. 	3	2	6	<p>All trailing wires to be taped.</p> <p>Check routes to fire exits and to/from performance area to ensure free of obstructions</p>
5	Car park and entrance	All	<ul style="list-style-type: none"> Entrance to premises is from a busy road; When exiting, use mirror situated opposite; Pedestrians take great care when exiting; Cars to be parked on meadow; No unaccompanied children to use meadow or move between Old Chapel and NOA. Large coaches to park in road facing Fakenham direction to allow safe disembarkation, then park elsewhere. Great care to be taken when crossing the road. 	4	1	4	Cars must not block the entrance. Access needed at all times.

	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
6	Under 18s (if applicable)		<ul style="list-style-type: none"> Hirers to follow own Safeguarding Policy 	2	2	4	
7	Access	All	<ul style="list-style-type: none"> ONA has two bedrooms which are accessible for wheelchair users. 	1	2	2	Children must be accompanied to the toilets in ONA.
	Kitchen	All	<ul style="list-style-type: none"> Food hygiene guidelines clearly displayed and in information folder; Fire blanket situated on side of right hand kitchen cupboard. 				
8	Responsibility for H and S		<ul style="list-style-type: none"> The designated H&S Advisors are John Mallott and Carol Jennings (Trustee) Overall responsibility: Rodney Slatford, Chairman Yorke Trust. 				
	Advisor's signature:		Print name: John Mallott Carol Jennings	Review date: February 2019			