

Greentop Circus		<i>Risk Assessment</i>	
Activity:	Office Work/Volunteer General office duties eg. Filing, faxing, photocopying, telephony, use of internet	Assessed By:	Hannah Lamare
Location:	Greentop Community Circus Centre Upstairs office	Approved By:	Teo Greenstreet
		Issue Date:	29/08/2017
		Revision Date:	25/06/2018
		Next review	25/06/2019

Hazard	Consequences	Persons affected	Severity	Likelihood	Total Risk	Existing Control Measures (Where appropriate)	Severity	Likelihood	Total Risk
Stairs to office	Major Injury	Volunteer/staff/visitors	3	3	9	Take care when using the stairs, use the signing in book (and accident book if necessary), pay attention to safety notices, environmental factors such as wet weather etc. Warn visitors about low head height and step.	3	2	6
Postural/RSI/ Eye strain	Major Injury	Volunteer/staff	3	2	6	Follow guidelines to ensure correct placement of chair, VDU equipment etc. Take appropriate rest breaks	3	1	3
Trip & electrical hazards	Major Injury	All persons Present	3	3	9	Keep gangways clear of trailing wires Stow bags & coats correctly Keep beverages and other liquids away from electrical equipment	3	2	6
Ladder to tech suite	Major injury	Volunteer/staff	3	2	6	Anyone using the ladder to receive training. Climb and descend sensibly maintaining multiple points of contact. Wear appropriate shoes	3	1	3
Fire	Fatality	All persons present	5	2	10	Fire risk assessment carried out by Fire Guard. Everyone in the building has received an induction or are supervised by someone who has.	5	1	5
Lone working	Major Injury	Staff	4	2	8	Programme weekly calendar to avoid lone working. If imperative then lone worker should be in contact with another member of staff when they leave the building	4	1	4
A safeguarding issue occurs whilst participants are under the care	Child or vulnerable adult harmed. Reputation damage to	Staff, centre users and public	3	2	6	All staff and freelance contractees are inducted in Safeguarding policy and procedure. All users informed via noticeboard and web site	3	1	1

Hazard	Consequences	Persons affected	Severity	Likelihood	Total Risk	Existing Control Measures (Where appropriate)	Severity	Likelihood	Total Risk
of Greentop	Greentop. Potential for being subject to legal procedure								

RISK ASSESSMENT MATRIX

RISK						
Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	
	Likelihood					

SEVERITY	
5	Multiple fatality
4	Fatality
3	Major injury
2	Minor injury
1	Negligible impact

LIKELIHOOD	
5	Almost Certain
4	Probable
3	Possible
2	Remote
1	Improbable

The aim is to reduce the risk by prevention or control measures so far as is reasonably practicable.

Explanatory Note:

Risk

16-25	Very high (Do not proceed without authorisation from the Directorate)
12-15	High
6-10	Medium
1-5	Low

Likelihood

Almost certain	Self explanatory
Probable	More likely than not to occur
Possible	Has the potential to occur
Remote	Unlikely to occur
Improbable	Occurrence is extremely unlikely

Severity

Multi fatality	Self explanatory
Fatality	Self explanatory
Major injury	Reportable incident under RIDDOR such as fracture of bones, dislocation, amputation, occupational diseases (e.g. asthma, dermatitis), loss of sight.
Minor injury	First aid administered. This would include minor, cuts, bruising, abrasions and strains or sprains of ligaments, tendons, muscles
Negligible impact	Self explanatory