

Greentop Circus		Risk Assessment	
Activity:	Office Work/Volunteer General office duties	Assessed By:	Teo Greenstreet
		Approved By:	Teo Greenstreet
Location:	Greentop Community Circus Centre Upstairs office	Issue Date:	29/08/2017
		Revision Date:	19/08/2025
		Next review	19/08/2026

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 Do not overload extension power cables	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	Fatality. Reputation damage to Greentop.	Staff, centre users and public	5	2	10	All staff and freelance contractors are inducted in Safeguarding policy and procedure and Emerge. All users informed via noticeboard and web site. If not at Greentop, teachers to be led by policy and procedure of host venue. All doors are kept secure during office hours.	5	1	5

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under the care of Greentop	Potential for being subject to legal procedure					In times of heightened risk monitor news channels and local networks for information about possible disruption.			

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