



*A Future for our Past*

*Basildon Borough Heritage Society*

## **RISK ASSESSMENT POLICY**

**March 2017**

# *Basildon Borough Heritage Society*

## **HEALTH AND SAFETY**

### **Risk assessment policy**

#### **Policy statement**

Basildon Borough Heritage Society believes that the Health and Safety of everyone is of paramount importance and that we make our setting a safe and healthy place for members, volunteers and visitors by assessing and minimising potential hazards and risks to enable everyone to thrive in a safe environment.

#### **The aims and objectives**

The basis of this policy is risk assessment and the processes follow the five basic principles of:

- Identification of risk – Where is it and what is it?
- Who is at risk?
- Assessment as to the level of risk – High, Medium or Low – This is both the risk of the likelihood of it happening, as well as the possible impact if it did happen.
- Control measures to reduce or eliminate risk – What will you need to do, or ensure others will do in order to reduce the risk?
- Monitoring and reviewing - How do you know if what you have said or implemented is working? Or is thorough enough? And if it is not working, will it need to be amended, or may be a better solution found.

#### **Our procedures include**

- Checking for and noting hazards and risks both indoors and outdoors.
- Checking the planned activities are as risk free as possible.
- Assessing levels of risk and who might be affected.
- Deciding which areas may need attention.
- Developing an action plan that specifies the action required, the time-scales for implementation, the person responsible for the action and any funding required to neutralise any risk.
- Where members, volunteers and visitors are on-site or out-based sites, the risk assessment is written and reviewed regularly.
- We maintain a record of Health and Safety issues which are checked before sessions begin.

This Policy was adopted at a meeting of Basildon Borough Heritage Society meeting held on

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Signed: \_\_\_\_\_ (Chairman)

Review Date: \_\_\_\_\_