

OVING JUBILEE HALL

HIGH STREET OVING
CHICHESTER PO20 2DQ
Registered Charity No. 1077213

Oving Jubilee Hall – Risk Management

Introduction
The Oving Jubilee Hall Management Committee commits to following management best practice in ensuring that the infrastructure and Hall users are properly safeguarded in line with national legislation including the Health and Safety at Work Act 1974. A formal risk management system has been created and this document sets out how it will be populated.

Limitations
Trustees are responsible for the provision of safe utility supplies to the Hall and for all communal areas, including internal areas of the Hall, car park, access pathways and grounds. In addition, Trustees are responsible for activities by any contractor conducting authorised work within and outside the Hall.

Definitions
Any activity that might lead to an unwanted outcome (a hazard) involves risk. Hazards can be avoided or reduced – *mitigated*. The management of risk involves a structured process that identifies hazards (events that could cause harm) and then taking action to reduce risks to a level that is "As Low As Reasonably Practicable" (ALARP).

- A hazard is an unwanted event or occurrence; a source of potential harm, or a situation with a potential for causing harm, in terms of damage to health, property, the environment, or other thing of value; or a combination of these
- Risk is the chance of injury or loss as defined as a measure of "probability or likelihood" and "severity or impact" of an adverse effect to health, property, the environment or other values

Hazards are often considered in 5 categories:
- **Natural**: Storms; floods; etc.
- **Economic**: Recession; increased costs; loss of revenue etc.
- **Technical**: Infrastructure; equipment failure; etc.
- **Human**: Safeguarding; Trustees, Hall users, contractors etc.
- **Operational**: building work etc.

Risk Management Process
The management of risk involves a 5-step process:
- Identify and prioritise hazards
- Assess the frequency and impact of each unwanted event (hazard)

- Specify risk control options (RCOs)
- Make a decision based on the cost effectiveness of each RCO
- Take action to implement decisions

Probability and Consequence

Probability (or likelihood) is the chance of a hazard (an unwanted event) occurring. This is measured either as a percentage or in the case of this proposal a numerical score out of 5[1]. Note that the probability of a hazard occurring is **not** the risk of it happening.

Classification	Score	Probability
Very rare	1	Will occur only in exceptional circumstances (+ 10 years)
Rare	2	May occur every 2 to 10 years
Occasional	3	May occur quarterly to once every 2 years
Frequent	4	May occur no more than once a month
Very frequent	5	May occur at least once a week

The consequence (or impact) that a hazard might have can also be assessed using a 1 – 5 score.

Classification	Score	Service disruption criteria	Financial Criteria
Insignificant	1	No significant disruption	Losses less than £50
Minor	2	Some loss of services for 24 hours	Losses £50 - £1,000
Severe	3	Sustained disruption for a week	Losses £1,000 - £2,500
Major	4	Sustained disruption for a month	Losses £2,500 - £5,000
Catastrophic	5	Closure of the Hall	Losses in excess of £5,000

The risk value = probability score x consequence score e.g. a rare probability (2) with a severe consequence (3) would result in a risk value of 6 (2 x 3).

Risk Value Matrix

		Probability				
		Very rare (1)	Rare (2)	Occasional (3)	Frequent (4)	Very frequent (5)
Consequence	Catastrophic (5)	5	10	15	20	25
	Major (4)	4	8	12	16	20
	Severe (3)	3	6	9	12	15
	Minor (2)	2	4	6	8	10
	Insignificant (1)	1	2	3	4	5

[1] If a hazard never happens it will score zero, so does not need to be considered.

A risk score of 5 or less (low risk) is generally taken to be a risk that is "ALARP". If the risk score exceeds 5, then it needs to be reduced through mitigation – the use of Risk Control Options – RCOs.

Risk Control Options

The use of effective Risk Control Options (RCOs) to mitigate the effect of undesirable incidents will reduce the risk to as low a level as is reasonably practicable. It may be hard or impossible to reduce the level of consequence, so most RCOs focus on reducing the level of probability. The table below shows what actions might be required for the four risk categories Low (green) to very high (red).

Risk Value	Risk Category	Action required
1-5	Green	Low risk. No RCOs proposed unless implemented at low cost
5-8	Yellow	Moderate risk. Reduce to ALARP level through RCOs
9-12	Amber	High risk requiring RCOs and possible significant funding. Temporary closure of Hall may be necessary.
15-25	Red	Very high and unacceptable risk – immediate action required with major funding. The Hall will have to close until risks have been reduced to the ALARP level.

Risk Management Templates

The separate MS Excel template is based on the 5 categories of hazard listed above. Once agreed by the Trustees, the template will be reviewed annually.

Anne-Marie Eastwood Date: 18th April 2024

Chair, Oving Jubilee Hall Management Committee