



## RISK ASSESSMENT POLICY

Committee members of BIWP have a duty of care to anyone they come into contact with in their official capacity. This includes volunteers, participants, performing artists and audiences. We thus need to risk assess our activities and to take reasonable steps to prevent or avoid foreseeable harm. this policy should be reviewed annually.

### Hazards Identified

We need to identify possible hazards. We also need to identify in particular the risks of all volunteer roles and any repercussions on the organisation.

General identified hazards are as follows:

- 1 Equipment and furniture hazards
- 2 Transport hazards
- 3 Hazards from inexperience
- 4 Hazards from alcohol and smoking
- 5 Personal Accidents
- 6 Third Party Accidents
- 7 Fire

### Risks within the Volunteer Role

In addition to the above, the following are potential risks within a volunteer role:

- 1 Substandard performance by volunteers resulting in harm to participants or the public
- 2 Client or volunteer abuse ( physical, emotional, financial)
- 3 Volunteers exceeding role descriptions, skills, boundaries or authority
- 4 Misleading or wrong advice given to participants or the public
- 5 Volunteers misrepresenting the organisation
- 6 Loss or damage to property
- 7 Theft, misappropriation of funds, fraud

We need to consider how the above risks might affect:

- 1 organisational credibility
- 2 public trust and support
- 3 number of participants and volunteers
- 4 ability to raise funds or recruit volunteers
- 5 insurance costs and legal claims

When we use other premises we will ensure that they have a risk assessment in place and we will abide by that but we will still conduct our own assessment.

Having identified the hazards we need to think about what might happen and what we would do about it. This will depend on the venue. In each case we need to consider how likely something might be and how serious it might be. Some hazards and their consideration may overlap with others.

#### 1 Equipment and furniture hazards.

Hired premises will have their own routine checks in place for their tables and chairs. The following scenarios have been considered:

Event	Likelihood	Seriousness
Moving furniture Risk of minor cuts and bruises	fairly unlikely	not very serious
Trips or falls	fairly unlikely	not very serious to serious
Collapse of furniture	unlikely	could be serious
Accident involving mic or cables	unlikely	not very serious

In the cases above, it is the Committee's responsibility to know where the nearest first aid kit is.

#### 2 Transport hazards

The project does not own any vehicles. Any accidents or injuries would be covered by the driver's insurance.

#### 3 Hazards from inexperience

Highly unlikely as we only use responsible adults as volunteers. Children and vulnerable adults should be supervised at all times. New volunteers will not be placed in situations which might be hazardous.

#### 4 Hazards from alcohol and smoking

Our venues are all non-smoking and only one (The Octagon) has a bar. We will follow the Octagon's rules but still ensure that there is no excessive consumption that might lead to a hazard.

#### 5 Personal Accidents

We are insured for personal accidents. Trips, bumps, bruises and cuts are unlikely and should be minor but we will enquire about first aid arrangements when booking a venue.

#### 6 Third Party Accidents

Insured as above.

#### 7 Fire

We will check the regulations for all premises and announce exits and escape routes to all present.

## 8 Refreshments at events

Any outside caterers used will be licensed and insured. In the case of informal refreshments such as soft drinks, dietary needs will be checked. We will not allow unsupervised use of tea or coffee making facilities and always serve hot drinks rather than let people make them.

## 9 Risks within the volunteer role

As we develop as an organisation, it is hoped we can improve our induction, training and supervision of volunteers. We will look at this again next year in more detail.

This policy will be revised in July 2016

