



ANDOVER TOWN COUNCIL

Guildhall Meetings- RISK ASSESSMENT

It is acknowledged that are different types of risk present which affect the council's ability to perform its objectives.

- IDENTIFICATION.** - This document deals with Security / Property / Legal / Reputational / Physical risks at Guildhall, High Street, Andover
- ASSESSING THE RISK.** - A matrix is used to identify assess the risk. All our risk assessment templates use the below methodology.

Hazard Severity (Impact)			Likelihood of Occurrence (Odds)		
1	Nil	Trivial or insignificant harm to persons, property or business activities	1	Not likely	There is no real likelihood of it occurring.
2	Slight	Causing minor harm allowing work / activities to continue	2	Possible	Possible occurrence, but potential is minimal.
3	Moderate	More Serious, capable of resulting in 3 or more days off work for one or more individuals, or property damage resulting in a temporary interruption to business activities with some financial loss.	3	Quite Possible	Incident will only happen if several factors are present.
4	High	Possible fatality or serious injury to an individual. Longer term interruption to business and/or high financial costs.	4	Likely	Regular incidents occur, but no injury. May result in injury with additional factors introduced.
5	Very High	Multiple fatality and/or destruction to work environment. Long term or permanent business interruption and/or very high financial costs.	5	Very Likely	Almost 100% certainty that an incident will occur, or it is a common occurrence.

A risk factor can be found using the equation, ranging from 1 (no severity and unlikely to happen) to 25 (just waiting to happen with potentially disastrous results). However, it is important to judge both the severity and the likelihood independently. Having identified the numerical risk factor, the 'risk matrix' will help determine the urgency of the action.

RISK ASSESSMENT MATRIX.

		Hazard Severity					Score	Risk	Tolerable?	Result
		(IMPACT)					1-5	Low	✓	Little or no action required
		1	2	3	4	5				
Likelihood (ODDS)	1	2	4	6	8	10	6-9	Medium	✗	Some action required and perhaps monitoring during an event.
	2	3	6	9	12	15				
	3	4	8	12	16	20				
	4									

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	5	10	15	20	25	10-25	High		Urgent action required. Stop process. Compensatory measures or procedures must be put in place within 24hrs. Resolving the issue may take longer, but must be in hand. (People may need to be removed during this time.)
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3. **ADDRESSING THE RISK.** Once a risk has been identified, there are four courses of action that can be followed:

Tolerate the risk	<ol style="list-style-type: none"> Where risk is low or can be contained by a simple contingency plans Where controls are not proportional to the risk Where risk is unavoidable. (Terrorism.) Where the activity is important to the community and risk can be accepted
Treat the risk	<ol style="list-style-type: none"> Introduce controls or procedures Delegate to staff Implement councillor scrutiny Setting up prevention techniques
Transfer the risk	<ol style="list-style-type: none"> Buying in service from a specialist Sub contract Take professional advice Taking insurance to cover the risk
Terminate the risk	<ol style="list-style-type: none"> Stopping the activity or not starting where the risk is intolerable.

4. **REPORTING THE RISK.** Once actions have been decided they must be documented, as this allows for future reviews.

Risks that have been identified as being applicable to ANDOVER TOWN COUNCIL are listed below. Councillors and the public are asked to let the Deputy Clerk know if they become aware of any other situation that should be considered.

Security / Property / Legal / Reputational / Physical risks														
Risk	Result	Risk BEFORE action			Action required				Mitigation of Risk / control measures	Target date	By whom	Risk AFTER action		
		Impact score	Odds	Risk Score	Tolerate	Treat	Transfer	Terminate				Impact score	Odds	Risk Score
Trips	<ul style="list-style-type: none"> Public could trip and fall. Staff could trip and fall 	3	2	6		✓	✓		<ul style="list-style-type: none"> Ensure that property owner has a risk assessment in place and is adhered to. Any equipment brought by outside parties to ensure that 			2	2	4

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								any trip hazards are minimised and clearly labelled to minimise trips.						
Access	<ul style="list-style-type: none"> Not all public can attend. Public and Staff can be left in the building at the end of the meeting 	5	2	10		✓	✓	<ul style="list-style-type: none"> When meeting ends ensure that building caretaker checks the building to make sure everyone is out and no-one is left incapacitated in the building. Ensure that the building caretaker is available outside the meeting room to attend to staff and public outside the meeting room should the need arise. 			1	1	1	
Critical numbers	<ul style="list-style-type: none"> The maximum capacity is 55, as per TVBC Risk Assessment. Any more is deemed unsafe. 	5	1	5		✓	✓	<ul style="list-style-type: none"> The Guildhall has a Risk Assessment that states a maximum capacity of 55 Member of staff to check numbers in and stop further access after maximum capacity is reached. Member of staff to ensure sign in sheet is completed when public and staff enter and sign out when they leave. Anybody requiring help to evacuate if this is required, to be noted so that should the need arise help can be assigned. 			1	2	2	

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