



RISK ASSESSMENT POLICY

Purpose

To identify hazards, reduce risks, and prevent injury or damage.

Procedure

- Risk assessments will be completed for:
 - The building and outdoor areas
 - Activities and events
 - Equipment and facilities
- Control measures will be implemented where risks are identified.
- Risk assessments will be reviewed:
 - Annually
 - After accidents or near misses
 - When activities change

Records

All risk assessments will be documented and stored securely.



Review

This policy will be:

- Reviewed annually
- Updated following changes in legislation, guidance, or Centre operations

Approval

This Risk Assessment Policy is approved by the Management Committee of The Holt Community Centre.

Date approved: _____

Review date: _____

Signed (Chair / Authorised Person): _____