

CANOLFAN CEIRIOG CENTRE CYF

Company Registration Number: 4984871

Charity Registration Number: 1103898

New Road, Glyn Ceiriog, Llangollen, LL20 7HE

Telephone: 01691 718200

Email: admin@canolfanceiriog.org

Risk Assessment Policy

1. Policy Statement

The Canolfan Ceiriog CYF Trustees are committed to ensuring a safe environment for all users, staff, volunteers, and visitors. Risk assessments form a critical part of our strategy to prevent harm and comply with health and safety legislation.

2. Scope

This policy applies to all staff, volunteers, trustees, contractors, and hirers who use or operate within Canolfan Ceiriog's facilities.

3. Legal Framework

This policy is underpinned by the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

4. Responsibilities

Trustees: Ensure this policy is implemented, reviewed and to nominate a named individual to conduct and review risk assessments

Staff and Volunteers: Report hazards and cooperate with control measures.

Hirers and Contractors: Complete event-specific or task-specific risk assessments where required.

5. Risk Assessment Process

All risk assessments should use the risk management procedure and follow these steps:

1. Identify the hazards.
2. Decide who might be harmed and how.
3. Evaluate the risks and decide on precautions.

4. Record the findings and implement them.
5. Review and update the assessment regularly or after any significant change or incident.

6. Types of risk Assessment

Risk assessments may include:

- General building and premises risk assessments
- Fire risk assessments.
- Event and activity-specific risk assessments.
- COSHH assessments (Control of Substances Hazardous to Health)

7. Recording and Storing Assessments

All completed risk assessments will be kept on file for a minimum of three years. They will be accessible to relevant personnel and reviewed annually.

8. Training

All trustees, staff and volunteers involved in conducting risk assessments will receive appropriate training to ensure competency.

9. Monitoring and Review

This policy will be reviewed annually, or in response to:

- Any reported risk assessment incidents.
- Updates in activities or new hazards being identified.
- Changes in legislation.

This policy is fully endorsed by the Canolfan Ceiriog Centre Trustees

Trevor Bates (Chair)

June 2025