



Risk Assessment Policy

CORA (Community of Reading & Artistry) Book Club

Introduction

The Community of Reading & Artistry (CORA) Book Club is committed to ensuring the safety and well-being of its members, staff, and volunteers. This policy outlines our approach to risk assessment and management, ensuring compliance with relevant legislation.

Legislation

This policy is in accordance with the following legislation:

- **Health and Safety at Work Act 1974:** Ensures the health, safety, and welfare of individuals at work.
- **Management of Health and Safety at Work Regulations 1999:** Requires employers to conduct risk assessments and implement appropriate measures.
- **Fire Safety Order 2005:** Requires fire risk assessments and fire safety measures.
- **Control of Substances Hazardous to Health Regulations 2002 (COSHH):** Provides measures for handling hazardous substances.

Policy Statement

CORA Book Club is dedicated to:

- Conducting thorough risk assessments for all activities and venues.
- Implementing effective measures to mitigate identified risks.
- Promoting a culture of safety and awareness among staff, volunteers, and members.

Responsibilities

1. **Book Club Coordinator**
 - Has overall responsibility for ensuring that risk assessments are carried out and reviewed regularly.
 - Ensures that appropriate safety measures are in place and communicated to all relevant parties.
2. **Staff and Volunteers**
 - Are responsible for conducting risk assessments for activities and events they organise.
 - Must follow safety procedures and report any hazards or incidents to the Book Club Coordinator.

Risk Assessment Procedure

1. Identify Hazards

- Identify potential hazards that could cause harm during activities, whether in the library or at external venues.
- Hazards may include physical, chemical, biological, ergonomic, and psychosocial factors.

2. Assess Risks

- Evaluate the likelihood and severity of harm that could result from identified hazards.
- Consider the number of people exposed to the hazard and their level of vulnerability.

3. Implement Control Measures

- Identify and implement appropriate measures to control or eliminate risks.
- Control measures may include safety equipment, training, signage, and changes to procedures or environment.

4. Record Findings

- Document the findings of the risk assessment, including identified hazards, assessed risks, and implemented control measures.
- Keep records of risk assessments for future reference and legal compliance.

5. Review and Update

- Review risk assessments regularly, especially after significant changes to activities, venues, or following an incident.
- Update risk assessments and control measures as necessary to ensure ongoing safety.

Specific Considerations

1. Library Venue

- Ensure that the library's own risk assessments and safety measures are adhered to.
- Identify and address any additional hazards specific to the book club's activities within the library.

2. External Venues

- Conduct separate risk assessments for each external venue used by the book club.
- Coordinate with venue managers to ensure compliance with their safety procedures.

Training

- Provide risk assessment training for all staff and volunteers to ensure they understand how to identify, assess, and control risks.
- Regular refresher training to keep knowledge and skills up to date.

Monitoring and Review

- Monitor the effectiveness of risk assessments and control measures through regular safety audits.

- Review this policy annually and update it as necessary to reflect changes in legislation or club activities.

Contact Information

For any questions or further information regarding this policy, please contact:

Book Club Coordinator Email: info@cora-bookclub.co.uk Phone: 07520640928