

THACS
TEWIN HORTICULTURE ARTS & CRAFTS SOCIETY

RISK MANAGEMENT POLICY

1. Purpose

This document specifies how the THACS committee will manage the risks associated with the events it organises.

The purpose of the event-specific risk assessments is to: -

- ensure that the public are protected
- minimise the liability of the society.

2. Risk Assessment Sheets

THACS runs a very diverse range of events, such as the Spring and Autumn Shows, Tewin Open Gardens, Arts & Crafts Fair, coach day trips, workshops etc. Each type of event has its own specific risks that need to be identified and managed in order to safeguard the well-being of everyone involved.

In view of the diverse nature of THACS, there will be a separate Risk Assessment for each event. Each Risk Assessment will be documented as a Risk Assessment Sheet, produced and managed using a common template.

The event-specific Risk Assessment Sheets should be: -

- a) initially produced by the corresponding event organiser
- b) reviewed by the committee before first use
- c) used by the event organiser to inform the planning for the event and as a check-list for risk management actions
- d) reviewed by the committee in light of experience and revised if necessary.

3. Risk Register

There will be a centralised THACS Risk Register containing: -

- a) a template sheet for new, event-specific, Risk Assessment Sheets (see appendix A)
- b) a collection of working Risk Assessment Sheets for THACS events, such as shows, open gardens, art & craft fair, coach day trips, workshops etc.
- c) a collection of relevant reference documents, such as the terms and conditions of any venue hire, government health & safety guidance etc.

The THACS Risk Register takes the form of a Windows folder containing the collection of Risk Assessment Sheets (either a template or for a specific event), together with the reference documents. This Risk Register folder will be kept in the THACS Dropbox. This established method ensures that the centralised Risk Register is accessible to all committee members and all event organisers but no one else.

4. Template for Risk Assessments

Risk Assessment Sheets take the form of WORD documents in the template specified in Appendix A. The various column headings in the template are explained below.

Ref. Reference number, unique to every identified risk for the event.

Issue. Description of the type of risk being addressed.

Hazard. Description of the hazard that gives rise to the risk.

Hazard to whom. Who or what is exposed to the risk?

Action. Measure to be taken to manage the risk. Any identified risk will normally have several aspects to its management, so there will be several actions specified for each hazard.

There are two types of action that will usually need to be specified: -

- 1) *Mitigate probability.* Action to reduce the probability of the risk occurring.
- 2) *Mitigate impact.* Action to reduce the impact of the risk if it does occur.

Responsible persons. Name of individuals responsible for taking the specified action.

Comments. Any pertinent notes, such as the risk management responsibilities of any other stakeholders.

5. Examples

The template in appendix A contains illustrative examples.

Example 1. Avoidance.

Mitigate probability can also be used to reduce the probability to zero. This is used when the risk is perceived to be unacceptably high, leading to a decision to avoid the risk completely by cancelling the planned activity. This is one of the exceptional situations when there is no need to consider actions to mitigate the impact of the risk occurring.

Example 2. Share responsibilities with another organisation

At many of the THACS events, responsibilities for risk management are shared between THACS and other organisations. Many of our events are held in Tewin Memorial Hall (TMH), so general risk management responsibilities for the venue will rest with Tewin Memorial Hall Management Committee (TMHMC) whilst event-specific risk management responsibilities rest with the event organiser. In this example, TMHMC take actions to mitigate probability, whilst THACS take actions to mitigate impact.

Example 3. Share responsibilities with other people

Sometimes the responsibility for managing a risk can be shared with other people. In this example, the responsibility for the safety of children is shared between the event organisers, open gardeners and the parents / guardians of visiting children.

Example 4. Deny liability

Sometimes the impact of a risk may be mitigated by denying responsibility, as in this example.

6. Questions

If you have any questions or concerns about this policy, please contact Ray Keppler, THACS Chairman via email (thacs.chair@gmail.com) or telephone (01438 717545).

Appendix A. RISK ASSESSMENT TEMPLATE



Tewin Horticulture Arts and Crafts Society

Event: Name of the THACS event	Date of Event: Date of the event	Venue: Location of the event
Event Organiser: Name of the event organiser	Other stakeholders: Identities of other organisations involved in the event	

Ref	Issue	Hazard	Hazard to Whom	Action	Responsible person/s	Comments
1	Covid-19 health risks	Virus spread leading to illness and possibly death.	Organisers, helpers, guests and public.	Cancel the event at least one week before the day. Inform all stakeholders of the cancellation. Publicise the cancellation to public.	Event Organiser	Avoid the risk completely.
2	Physical risks	Fire in the hall leading to injury or death.	Organisers, helpers, guests and public.	Ensure organisers / helpers familiarise themselves with the: <ul style="list-style-type: none"> • fire emergency plan; • evacuation procedure; • fire exit routes; • fire extinguishers; • fire blanket in the kitchen. 	Event Organiser	TMHMC is responsible for providing: <ul style="list-style-type: none"> • fire emergency plan; • exit signage; • fire extinguishers and fire blanket,

Ref	Issue	Hazard	Hazard to Whom	Action	Responsible person/s	Comments
				Ensure fire doors are unlocked. Ensure exit routes are kept clear. Ensure fire extinguishers are not obscured.		which have been regularly maintained.
3	Physical risks to children visiting private gardens in Tewin	Various hazards to children in private gardens, such as trip hazards, dangerous plants, deep water etc.	Visiting children.	Event publicity to specify that children must be accompanied by a responsible adult. Provide appropriate signs to the Open Gardeners, specifying that "Parents or guardians are responsible for the safety of young children in their care"	Event Organisers & Open Gardeners	This makes it explicit that the parent / guardian of the child has primary responsibility for the safety of children in their care.
4	Damage to Show exhibits	Loss of, or damage to, exhibits.	Show exhibitors	Issue a disclaimer stating that: - "THACS will not be responsible for any loss or damage to the exhibits."	Event Organiser	This may reduce the financial liability of THACS, offering some protection against claims for compensation for any lost or damaged exhibits.