

PPN RISK ASSESSMENT

INTRODUCTION

The assessment of risk is the examination of all known hazards that could cause damage to property or an organisation or harm to people in the organisation's workplace or employ, or in events controlled by the organisation, so that the governing body of the organisation can assess whether the proper care and precautions have been taken to prevent such damage or harm. The law requires that the risk (the likelihood of damage or harm from a hazard), is **controlled** by doing all that is reasonably practicable to ensure that a hazard will not cause such damage or harm by eliminating the hazard or by mitigating the circumstances whereby the hazard can cause damage or harm.

The first step taken in this Risk Assessment was to identify all known or predictable hazards in all areas of operation or activity of the organisation. Then the factors affecting the level of risk were examined, followed by selection of the precautions (**Control Measures**) needed to control the risk. These are recorded in the following pages.

Finally, those within the organisation who would carry responsibility to ensure the Control Measures are implemented, were identified and the remaining Risk Level after control is estimated as this would be required for insurance purposes.

PPN RISK ASSESSMENT

HAZARDS IDENTIFICATION (INCLUDING EVENTS)

Governance Hazards:

- Absence of Governance Documents (Strategic Plan, Policies, etc.)
- Failure to action Strategic Plan
- Failure to implement Policies
- Failure to review Policies
- Failure to comply with Governance Code
- High participant turnover on Secretariat/Committees

Reputational Hazards:

- Communications (GDPR)
- Conflicts of Interest
- Public perception

Health Hazards:	Visitors
	Epidemics/pandemics including Covid-19
	Ventilation
	Noise
	Lighting, type and levels
	Trip hazards
	Cleaning agents and aerosols
	Security
Financial Hazards:	Fraud
	Mismanagement
	Internet attack
	Digital storage (GDPR)
Physical Hazards:	Power points, Gas
	Furniture
	Equipment including heating appliances
	Storage
	General Housekeeping

Human-factor Hazards:

Bullying or violence (from within or from outside)

Disabilities

Stress

Inexperience

Age related factors

Ref	HAZARD	People/Org. likely to be at risk of harm/damage	CONTROL MEASURES (Controller)	Risk Level (with Controls)
GH	Governance Hazards:			
(1)	Governance Documents	Members	Maintain Current Version Strategic Plan, Policies, Gov. Docs. (Secretariat)	Neg.
(2)	Failure to action SP	Members	Quarterly review of SP actions. (Secretariat)	Low
(3)	Failure to implement Policies.	Members	Monitor implementation. (Secretariat, Co-Ord.)	Low
(4)	Failure to review Policies.	Members	3 yearly review of Policies (Policy Sub-Cttee.)	Low
(5)	Failure to comply with Gov. Code	Members	Annual Compliance Submission (Co-Ord.)	Neg.
(6)	High Participant Turnover	Secretariat./Committees	Encourage continuity (Secretariat)	Med/High
RH	Reputational Hazards:			
(1)	Communications (GDPR)	PPN	Implement Comms. Protocols to comply. (Secret.)	Low/Med.
(2)	Conflicts of Interest.	Members	Members must declare conflicts. (Co. Ord.)	Med.
(3)	Public Perception.	Members	Ensure Best Professional Standards. (Secretariat)	Med./Low
HH	Health Hazards:			
(1)	Visitors	Members/Public	Implement Visitor Protocols. (Co-Ord./Staff)	Med./Low
(2)	Epidemics/Covid-19	Members/Staff	Comply with Gov./HSE Regulations and Laws.	Med.
(3)	Ventilation	Members/Staff	Comply with Build. Regs. and Standards.	Low
(4)	Noise	Members/Staff	Comply with Noise Pollution Standards.	Low
(5)	Lighting, type and levels	Members/Staff	Suitable for office and public spaces.	Low.
(6)	Trip hazards	Members/Public	Suitable screening, signing and barriers.	Med./Low.
(7)	Cleaning agents and aerosols	Members/Staff/Public	Properly stored and secured.	Low
(8)	Security	Members/Staff/Public	Properly signed, barred and locked.	Med./Low.

Ref	HAZARD	People/Org. likely to be at risk of harm/damage	CONTROL MEASURES (Controller)	Risk Level (with Controls)
FH	Financial Hazards:			
(1)	Fraud	Members/Staff	All transactions recorded and audited. (Co-Ord.)	Med./Low
(2)	Mismanagement	PPN	Clear policies, procedures and management decisions. (Secretariat/Co-Ordinator)	Med/Low
(3)	Internet Attack	PPN	Secure Internet protection/procedures. (Co-Ord.)	High/Med
(4)	Digital Storage	PPN	Secure storage/compliance with GDPR. (Policy)	Low
PH	Physical Hazards:			
(1)	Power points/Gas outlets.	Members/Staff/Public	Fittings to comply with appropriate standards and shielded against damage/interference. (Co-Ord.)	Low
(2)	Furniture	Members/Staff/Public	Suitable, robust and well-made. Safely placed and not impeding circulation. (Co-Ordinator)	Med./Low
(3)	Equipment/heating appliances	Members/Staff/Public	Safely placed not impeding circulation. (Co-Ord.)	Med/Low
(4)	Storage	Members/Staff	Items safely and securely stored. (Co-Ordinator)	Low
(5)	General Housekeeping	Members/Staff	Clean, tidy workplaces/office/space. (Co-Ord)	Neg.
H-fH	Human-factor Hazards:			
(1)	Bullying/Violence	Members/Staff	Policy setting out consequences. (Secretariat)	Low/Neg.
(2)	Disabilities	Members/Staff/Public	Protocols and procedures. (Secretariat/Co-Ord.)	Low/Neg.
(3)	Stress	Members/Staff	Reporting procedures. (Co-Ordinator)	Low
(4)	Inexperience	Members/Staff	Induction/training/mentoring. (Secretariat/Co-Ord)	Low
(5)	Age-related factors	Members/Staff/Public	Assistance procedures. (Secretariat/Co-Ordinator)	Low/Neg.