Hazard Identification and Risk Management

Process

The Property Group of Benenden Village Trust meet annually to review risks and hazards. The review covers safety data and incidents. Using experience and expertise Hazards & Risks are assessed. Mitigation actions required for the safe conduct of operations are devised and recorded.

Definitions

Hazard	A hazard is defined as a condition, event or circumstance that has the potential to cause harm to people or damage to property or other assets.
Risk	A risk is defined as the potential outcome from a hazard and is defined in terms of the likelihood of the harm occurring and the severity if it does

Hazard Identification

The hazard identification process is a structured review of hazards focussed on the safety of BVT operational activities.

Risk & Severity Assessment

The purpose of the risk assessment process is to allow the BVT to assess the level of risk associated with its activities. It overlaps with but does not replace, other BVT Groups Risk Assessment. Risks are assessed in terms of severity and likelihood and a simple risk assessment matrix is used to determine the overall level of risk.

The severity of risk before and after mitigation measures will be determined. Determination of severity is not an exact science but relies on informed, logical common sense. Severity should be assessed in terms of the worst possible realistic scenario.

Risk severity should be defined in accordance with the following table.

SEVERITY OF CONSEQUENCES		
Definition	**Meaning**	**Value**
Catastrophic	Results in an accident, death or equipment destroyed	5
Hazardous	Serious injury or major equipment damage	4
Major	Serious incident or injury	3
Minor	Results in a minor incident	2
Negligible	Nuisance of little consequence	1

Risk Likelihood

The likelihood of risk before and after reasonable mitigations will be determined. Determination of likelihood is not an exact science but relies on informed logical, common-sense analysis of the risk to arrive at a reasonable answer.

Risk likelihood should be defined in accordance with the following table:

LIKELIHOOD OF OCCURRENCE		
Definition	**Meaning**	**Value**
Frequent	Likely to occur many times	5
Occasional	Likely to occur sometimes	4
Remote	Unlikely to occur but possible	3
Improbable	Very unlikely to occur	2
Extremely Improbable	Almost inconceivable that the event will occur	1

Tolerability

When severity and likelihood have been defined, the tolerability of the risk can be determined. Tolerability is defined as either acceptable, to be reviewed or unacceptable allowing a suitable risk mitigation strategy to be developed if required.

Definitions of tolerability levels are as follows:

Unacceptable	If the risk is unacceptable, the operation or activity should stop immediately or not take place. Major mitigation will be necessary to reduce the severity if the risk actually occurs or reduce the likelihood of the risk occurring. Normally it is the likelihood of the occurrence that can be reduced rather than the severity.
Review	If the risk falls into the review category, the severity or likelihood of occurrence is of concern; measures to mitigate the risk to as low as reasonably practicable (ALARP) should be sought. Where the risk is still in the review category after this action has been taken it may be that the cost of actions required to reduce the risk further are too prohibitive. The risk may be accepted, provided that the risk is understood by the Accountable Manager.
Acceptable	If the risk is acceptable the consequence is so unlikely or not severe enough to be of concern; the risk is acceptable. However, consideration should still be given to reducing the risk further.

Risk Tolerability Matrix

The tolerability of an individual risk is determined by use of the following Risk Tolerability Matrix:

Risk Likelihood	**Risk Severity**				
	Catastrophic 5	**Hazardous 4**	**Major 3**	**Minor 2**	**Negligible 1**
Frequent 5	Unacceptable	Unacceptable	Unacceptable	Review	Review
Occasional 4	Unacceptable	Unacceptable	Review	Review	Acceptable
Remote 3	Unacceptable	Review	Review	Review	Acceptable
Improbable 2	Review	Review	Review	Acceptable	Acceptable
Extremely Improbable 1	Review	Acceptable	Acceptable	Acceptable	Acceptable

Mitigation

If the level of risk falls into the unacceptable or review categories, mitigation measures will be required to reduce the risk to a level as low as reasonably practicable.

Mitigation measures will be determined by the Property Group and peer reviewed at a full Trustee meeting. When measures are implemented to mitigate the severity and/or likelihood of a risk, a further assessment of tolerability will be conducted, using the Risk Tolerability Matrix.

Amendments to Property Group Risk Assessment

Date	Page & Risk	Amendment
June 2025	Pages 1 to 8	New Risk Register created based on revised Governance structures.
July 2026	Pages 1 to 8	Next review July 2027.

Risk Register/Hazard Log

Risk Title	Description	Effect	Unmitigated Risk			Mitigation	Mitigated Risk			Further Actions	Next Review Date
			Severity	Likelihood	Score		Severity	Likelihood	Score		
Inadequate inspection of property portfolio	Repairs and hazards not identified in good time due to lack of regular expert inspection.	Risk of injury to clients/tenants due to poor maintenance. Risk of legal action if BVT has failed in its duty of care.	4	4	16	• Tenants of St George's Hall encouraged to report issues to BVT MGR • BVH users to report issues via Hall Manager who will escalate to BVT MGR if required. • Annual RoSPA inspection of playgrounds • Annual review of conditions of trees	4	1	4	• Lead Trustee to undertake an annual inspection of their allocated area of responsibility. • Professional arborist contracted to undertake annual tree survey.	July 2027
Storm damage to trees	Damaged limbs/branches may fall after the storm has passed.	Risk of injury via tripping or falling debris to those people using BVT grounds.	4	4	16	• Following storm conditions PG Trustees will walk the grounds to check status of trees. • Hanging branches/limbs will require urgent removal. BVT MGR to contact arborist.	4	1	4	• Property Group meeting will agree individual trustee responsibility for post storm inspection.	July 2027

Risk Title	Description	Effect	Unmitigated Risk			Mitigation	Mitigated Risk			Further Actions	Next Review Date
			Severity	Likelihood	Score		Severity	Likelihood	Score		
Storm damage to Properties	Repairs and hazards not identified in good time following storm damage	Risk of injury to employees, users or tenants due to storm damage. Risk of legal action if BVT has failed in its duty of care.	4	2	8	• Tenants of St George's Hall encouraged to report issues to BVT MGR • BVH users to report issues via Hall Manager who will escalate to BVT MGR if required. • IG Pavilion Trust responsible for its own assessment and repairs.	4	1	4		July 2027
Lack of maintenance of plant and machinery	Faults could result in an equipment loss or further damage to buildings or fire.	Financial impact of replacement of machinery, repair to building and loss of utility to clients during repairs.	3	4	12	• Annual maintenance contracts with appropriate expert engineers in place.	3	1	3	.	July 2027
Lack of maintenance of plant and machinery	Faults could result in injury to employees, users or tenants.	Injury to anyone associated with BVT is unwelcome. Risk of legal action if BVT has failed in its duty of care.	4	4	16	• Annual maintenance contracts with appropriate expert engineers in place • Hall Manager to report any faulty equipment.	4	1	4		July 2027

Risk Title	Description	Effect	Unmitigated Risk			Mitigation	Mitigated Risk			Further Actions	Next Review Date
			Severity	Likelihood	Score		Severity	Likelihood	Score		
Non-replacement of aged plant and machinery	Old and defective equipment likely to malfunction. Maintenance will facilitate long life.	Frustration from users or tenants if equipment provided by BVT does not meet needs. Risk of accident or injury if equipment faulty.	2	4	8	• Replace when recommended by contracted maintenance engineers. • Ensure any faulty equipment is taken out of service (physically removed if possible or switched off with warning sign).	2	1	2	Once BVT funds are stabilised an annual budget for maintenance of equipment would be a useful way to ensure prompt action is taken should equipment fail.	July 2027
Fire and emergency alarms	Inadequate maintenance of fire/emergency alarms at BVH and SGH.	Emergency evacuation slow/hampered by alarm failure leading to increased risk of injury for employees, users and tenants.	5	3	15	• Alarm test at BHV is contained within the events diary. Conformation of testing outcome logged.	5	3	15	Further work required to determine requirement for alarm provision, evacuation procedures and testing at SGH.	July 2027
Contamination of water supply.	Primary issue would be water storage tank suffering from a Legionella outbreak	Employees, users or tenants becoming unwell because of contamination Loss of utility in BVH or SGH while any contamination is eradicated.	3	3	9	• Water tank is run every week at BHV as part of Hall Manager checks. • Tenants at SGH aware that they need to ensure water tanks are regularly refreshed.	3	1	3	SGH liaison lead by a Trustee. However, awareness of routine maintenance requirements for Pre-school and Club need to be put in writing by BVT Manager.	July 2027

Risk Title	Description	Effect	Unmitigated Risk			Mitigation	Mitigated Risk			Further Actions	Next Review Date
			Severity	Likelihood	Score		Severity	Likelihood	Score		
Access to Trust Properties in an emergency	Emergencies such as a fire will require access to each building. Minor emergencies such as burst water pipes.	In case of fire, emergency services should be able to force access with or without BVT assistance. Burst pipes or similar minor emergencies could lead to significant consequential damage and cost.	5	2	10	• Access to BVH is simple via door entry system. Most trustees, employees and regular hirers can provide access. • SGH is more difficult with access impossible unless a member of the Club committee is available	5	2	10	Access to SGH remains problematic. If it is not possible to negotiate key holding by BVH then the Club lease will need to include financial and legal provision for consequential loss to BVT, Pre-School and tenants of SG Cottage	July 2027
Fire	Accidental or deliberate damage caused by fire at BVH or SGC.	Injury to users, clients or employees. Cost of renovation or rebuilding property. Loss of income during renovations.	5	2	10	• Maintenance of fire alarms in Trust properties. • Annual fire insurance cover review. • Annual review copies of evacuation procedures for each property & tenant.	5	1	5	NOTE – we need to get a written copy of evacuation procedures for Club, Pre-school and write one for Cottage.	July 2027

Risk Title	Description	Effect	Unmitigated Risk			Mitigation	Mitigated Risk			Further Actions	Next Review Date
			Severity	Likelihood	Score		Severity	Likelihood	Score		
Flood	Damage to BVH or SGC caused by flood.	Cost of renovations. Loss of income during renovations. SGH cellar suffers from flooding. This is not ideal but has not caused any significant impact to date.	4	1	6	• Annual buildings insurance review. • BVH and SGH are on the ridge and unlikely to be high risk.	4	1	4	Note – we need to assess the cellar in SGH at some stage, the smell of damp in the Club is constant.	July 2027
Theft	Loss of BVT assets due to theft at BVH. BVH is used by some organisations to store equipment. Eg table tennis and Players. SGH tenants are responsible for security of their own property.	Cost of replacing assets and of any repairs required if theft resulted in damage to BVH. Financial impact on users of BVH if they lose equipment.	2	3	6	• Annual maintenance of alarm and CCTV system. • Maintenance of entry system to include annual review of those allowed automated entry (remove past hirers/trustees from the system). • Annual review of contents insurance. • Those who use BVH for storage to be advise this is done at their own risk.	2	2	4		

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Vandalism and accidental damage	Damage to BVH property or assets such as dishwasher or stove caused by malicious acts or hirer unreported accident.	Cost of renovation or replacement of the asset. Loss of income during renovation or while sourcing new equipment.	3	2	6	• CCTV system to identify those responsible. • Daily checks by Hall Manager to identify any damage and pinpoint responsible hirer. • Annual review of buildings contents insurance.	3	1	3		July 2027
Accidents in car parks	Users, employees, and other visitors at risk of collision in the car parks are Iden Green Pavilion, Iden Green Tennis Club, Benenden Village Hall and St George's Hall	Injury to pedestrians due to collision with a car. Injury to Clients, visitors or employees due to trips or falls on uneven surface of car parks. Damage to vehicles due to collision.	3	3	9	• Notices warning drivers to be aware of pedestrians. • Notices warning car park is for users only and that car parks are used at their own risk	3	2	6	Cars tend to move slowly around our car parks as they are restricted in size. NOTE – use of BVH car park by primary school parents at drop off and pick up time is a significant issue. Appeals to Headmistress have failed to get any significant sustained improvement.	July 2027

Risk Title	Description	Effect	Unmitigated Risk			Mitigation	Mitigated Risk			Further Actions	Next Review Date
			Severity	Likelihood	Score		Severity	Likelihood	Score		
Slips during ice/snow conditions	Car parks and playgrounds continue to be busy during ice and snow with paths becoming dangerous	Injury to children, users or employees due to falls.	3	2	6	• Playgrounds to be closed when ice conditions make soft surfaces slippery. • Salt and grit store available with BVH Manager and nominated Trustee to ensure paths are treated.	3	1	3	'Playground Closed' notices need to be held in Village Office.	July 2027
Security of playground assets	Loss, damage or theft of equipment in both Benenden and Iden Green Playgrounds will impact on the service provision to children.	Closure of playground pending replacement of lost equipment. Cost of replacing equipment.	2	2	4	• Quarterly review of each Playground to check equipment.	2	2	4		July 2027

Risk Title	Description	Effect	Unmitigated Risk			Mitigation	Mitigated Risk			Further Actions	Next Review Date
			Severity	Likelihood	Score		Severity	Likelihood	Score		
Health & Safety of Playground users	There is an inherent risk for children using outdoor play equipment. BVT have a duty of care to ensure equipment is as safe as possible and that reasonable use will not result in injury.	Injury to children arising from poor equipment design, failure to meet British Safety Standards or damaged/broken equipment.	4	3	12	• Equipment designed and installed by reputable, professional playground building contractor. • Annual RoSPA inspection of equipment to assess equipment condition. All risks scored 8 or higher on RoSPA audit to be addressed. • Quarterly review of equipment undertaken by BVT Manager or appointed Trustee.	4	1	4		July 2027