



ORMSKIRK AND DISTRICT HISTORICAL SOCIETY

Title: P2025/003: The Management of Risk

1 Contents

Contents

.....	1
ORMSKIRK AND DISTRICT HISTORICAL SOCIETY	1
1 Contents	2
2 Scope	2
2.1 Change Authority	2
2.2 Introduction	2
2.3 Outline Process Description.....	2
3 Responsibility for the Completion of the Assessment Form.....	3
4 Provision of Feedback to the Society	3
5 Actions.....	4

2 Scope

2.1 Change Authority

Chairman

2.2 Introduction

This document sets out how the committee of the society will administer the process for the management of risk.

2.3 Outline Process Description

The Committee and Officers of the society are responsible for the safety of our members, during all aspects of an event approved by the committee.

The society will follow the recommendations set out in <https://www.hse.gov.uk/simple-health-safety/risk/> Managing risks and risk assessment at work. As far as it can be applied to the activities of the Ormskirk Historical Society

The sponsor of the event will complete the risk assessment form, the completed will then be submitted to the committee for approval. The assessment will be approved or rejected or sent for further information.

© Ormskirk Historical Society 2025

Issue 1 - 30/10/2025

Policy - 2025-P-002-D-2-1-A4-070125- OHS Policy on the Management of Risk.docx

On approval by the committee a copy will be returned to the project sponsor for implementation ,and a copy held by the society secretary as evidence of the assessment and the scope of the activity and the record of actions required before the submission is approved

3 Responsibility for the Completion of the Assessment Form

Copies of The OHS Risk Assessment Form;- **OHS-RA-001** will be held by the secretary, and will be made available to any member who wishes to lead any society activity

The completed form must be returned to the secretary and approved by the Committee before any commitment is made to suppliers or members of the society.

Under normal circumstances **activities will only be available to members of the society.**

It is the responsibility of the event sponsor to ensure non members are aware of the terms and conditions under which they are included.

4 Provision of Feedback to the Society

At the completion of an event, sponsors will be required to provide a short report evidencing the outcomes relevant to the assessment of risk in order to develop and improve the safety of all aspects of the societies programme

5 Actions

Ref	Action	Resp	Due	
1	For use	PH		25/5/2025
2				
3				
4				
5				
6				
7				
8				
9				