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| --- | --- | --- |
| RISK ASSESSMENTInsert School Name | Generic risk assessment for Daytime/evening event in hall | Insert school logo - optional |
| **Assessment completed by:**  | **Date Completed:** |  |
| **PRINT NAME:**  | **Next Review Date Due:** |  |

| **Hazard / Risk** | **Who is at Risk?** | **How can the hazards cause harm?** | **Normal Control Measures** | **Are Normal Control Measures** *Y/N/NA* |
| --- | --- | --- | --- | --- |
| **In Place** | **Adequate** |
| Fire safety  | PupilsStaff, any visitors at events | Injury | * School Fire Safety management plan in place
* Fire risk assessment reviewed annually
* Always a member of senior management on site to act at Fire Control Officer
* School calculated maximum capacity for fire safety for event in hall and this is not exceeded
* Where appropriate event is ticketed to ensure limit it not exceeded
* Hall set up so fire exits are clear
* Member of staff to check before event starts that fire exits are clear (no chairs have been moved) to block escapes
* Maximum number of chairs set out
* School has a maintained fire alarm system that is tested weekly
* Appropriate fire fighting equipment in place and serviced annually and checked weekly by site agent
* Fire evacuation instructions given to audience at beginning of event and sign post to toilets etc.
* No naked candles used in any production.
 |  |  |
| Security | PupilsStaff, any visitors at events | Injury/safeguarding | * Parents/visitors to only use insert location and these are clearly signposted.
* Clear signage indicating toilets
* Where possible parents/visitors accompanied around school
 |  |  |
| Safeguarding | PupilsStaff, any visitors at events | Child being taken | * Pupils are only permitted home with parent or guardian following the event
 |  |  |
| Hot surfaces/liquids (refreshments) | Staff, any visitors at events | Burns | * Refreshments are only served from the small kitchenette area
* Only adults allowed in school kitchen
* Adults to take care carrying hot drinks
 |  |  |
| Setting up chairs/tables for events (manual handling) | PupilsStaff, any visitors at events | Manual handling injuries | * Manual handling training for site agent
* Chair trolley in place
 |  |  |
| Car parking | Visitors to events and pupils | Being struck by a vehicle causing injury or death | * Clear instructions before the event on parking arrangements
* For large events consider staff supervising car parking
 |  |  |
| Other hazards |  |  |  |  |  |

|  |  |  |  |  |
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| **Additional Control Measures***(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).* | **Action by Whom***(list the name of the person/people who have been designated to conduct actions)* | **Action by When***(set timescales for the completion of the actions – remember to prioritise them)* | **Action Completed***(record the actual date of completion for each action listed)* | **Residual Risk Rating** |
|  |  |  |  |  |
| **Reviewed by:****Signature:** | **COMMENTS:***Record any comments reviewer wishes to make. Including recommendations for future reviews.* |
| **PRINT NAME:** |

|  |  |
| --- | --- |
| **RESIDUAL RISK RATING** | **ACTION REQUIRED** |
| **VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring** | **The activity must not take place at all.** You must identify further controls to reduce the risk rating. |
| **HIGH (H) Possibility of fatality/serious injury occurring** | You must identify further controls to reduce the risk rating.Seek further advice, e.g. from your H&S Consultant |
| **MEDIUM (M) Possibility of significant injury or over 7 day absence occurring** | If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely. |
| **LOW (L) Possibility of minor injury only** | No further action required. |