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| RISK ASSESSMENT | **Lettings** | |  |
| **Assessment completed by:** | **Date Completed:** | **Updated to include Covid 19 July 2020** |
| **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* | |
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| **In Place** | **Adequate** |
| Management of lettings | Staff working  Hirer  Public using facility as part of letting | Accidents | * School lettings policy in place and up to date * Lettings policy covers all hirers including those with no charge delivering for example an after-school club for the school. * All lettings to provide risk assessments for their activities. * Signage at front entrance of school and lettings entrance stating that visitors must not enter if displaying symptoms of COVID-19. |  |  |
| Coronavirus: Lack of or inadequate management on controlling risk of Coronavirus | Staff, pupils, families of staff and pupils attending school, hirers, members of the public using school as part of letting | Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education). Illness or spread of infection in wider community,  death of member of staff or pupil or member of wider community | * All hirers and members of public when not in school to follow government [guidelines](https://www.gov.uk/coronavirus) and Stay alert (**NB** School has no control over this but will encourage this through school communications). * Hirers to follow Public Health and Government Guidance relevant to their business or activity (e.g. guidance on places of worship) and have specific consideration for DFE [Guidance for Schools](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19) on Coronavirus. * Hirers will provide a copy of their risk assessment/Covid Plan. * Hirers to follow school arrangements for the management of COVID19, one-way systems, social distancing etc. * Hirer aware that they must not attend the school site if they are displaying [symptoms](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/) of COVID-19. The main symptoms of coronavirus are: * a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) * a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) * a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal * Hirer to make aware those attending the letting should attend if displaying symptoms. * Hires obtains and retains contact details of those attending for 21 days to engage with Government’s track and trace if required. |  |  |
| Coronavirus: Lack of social distancing | Staff, pupils, families of staff and pupils attending school, hirers, members of the public using school as part of letting | The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).  It can cause Illness and  death | * Hirers will follow latest Government advice on implementing social distancing and provide a copy of their risk assessment/Covid Plan. * Hirers to maintain a distance of 2m from school staff, e.g. Keyholder |  |  |
| Coronavirus: Hirer or member of the public starts to show symptoms when in school and this could be passed onto to others in close proximity and to staff and pupils if insufficient cleaning is carried out. | Hirer, member of the public, staff, pupils, visitors, contractors | Illness resulting in time off work or away from school (loss of education).  Death | * Hirers will follow latest Government advice and provide a copy of their risk assessment/Covid Plan. * Hirer or member of public to leave premises as soon as symptoms present. * Hirer to advise school that a they or member of the public has presented symptoms. * Hirer to carry out deep clean of the premises with a hypochlorite solution such as Milton or Chlorine tablet solution or diluted bleach –Following guidance on cleaning in Non healthcare settings guidance. |  |  |
| Coronavirus: Positive identified case of Coronavirus of a Hirer or member of the public accessing the setting | Hirer, member of the public, staff, pupils, visitors, contractors | Illness resulting in time off work or away from school (loss of education).  Death | * Hirers will follow latest Government advice and provide a copy of their risk assessment/Covid Plan. * Hirer should obtain and retain names and contact details of all those attending for 21 days and engage with Governments’ Trace and Trace system if required. * Hirer to advise school if Hirer or member of the public tests positive for coronavirus. * School to contact Local Health Protection Team * School to follow all advice from Public Health England and from the local [Health Protection Team](https://www.gov.uk/guidance/contacts-phe-health-protection-teams) |  |  |
| Coronavirus: Lack of handwashing/cleaning leading to spread of Coronavirus | Hirer, member of the public, staff, pupils, visitors, contractors | Spread of virus to others including the school population or families at home resulting in illness or death. | * Hirers will follow latest Government advice and provide a copy of their risk assessment/Covid Plan. * Display [Coronavirus handwashing](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/869250/Coronavirus_advice_for_educational_settings_poster.pdf) poster in entrance to school and on classroom entrances. * Hirer to provide hand sanitiser for all members of the public attending the letting and ensure that it is used on arrival at the school. * Access to the hall is via the hall doors only, these will be propped open at the start and end of the session to limit hand contact on doors. |  |  |
| Coronavirus: Lack or ineffective cleaning of high contact surfaces | Hirer, member of the public, staff, pupils, visitors, contractors | Spread of virus to the other members of the public, school/visitor population resulting in illness or death. | * Review carried out of activities and locations where high contact and likelihood of transmission of the virus is high. For example: * Door keypads * Door Handles (doors will be kept open at the start and end of sessions) * Toilet handles, seat and sink taps * Hirer to clean high contact areas at the end of the letting as a minimum and throughout the letting as outlined in their Covid plan with a hypochlorite solution such as Milton or Chlorine tablet solution or diluted bleach –Following guidance on cleaning in Non healthcare settings guidance <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> * For bleach - as a general rule make up (10 teaspoons bleach) added to 450ml of cold water (1 spray bottle) – Check manufacturers dilution rates. Or * School to carry out a clean before and after each letting and increase letting charge to account for cost of extra cleaning. * Hirers to limit use of the toilets during a letting to ‘emergency’ only. * Hirers to minimise use of school resources. Where school resources are used, e.g. chairs, this must be agreed in advance. * School resources must be cleaned at the end of the session with a hypochlorite solution such as Milton or Chlorine tablet solution or diluted bleach and gloves should be worn when returning the clean items to storage areas. |  |  |
| Unsafe electrical equipment | Staff working  Hirer  Public using facility as part of letting | Electrical shock | * Hires only bring in equipment that has been PAT tested (made aware in lettings policy) * Hirers limit the use of extension leads to one (no daisy chains) * Where Hirers use equipment that is the property of the school, the Headteacher shall satisfy himself/herself that the hirer is capable of using such equipment and that the hirer has expert knowledge and capability with respect of health and safety considerations. |  |  |
| Fire  (unaware of fire procedures) | Staff working  Hirer  Public using facility as part of letting | Injury | * Smoking is prohibited within any part of the school buildings and grounds. (detailed in lettings policy) * Hirers are inducted into the schools fire evacuation procedures. * Details of fire evacuation procedure, closest exit, closed fire extinguisher, fire call point etc. detailed in lettings policy. * Hirer responsible for members of pupil on site using the facility and guiding them out in an evacuation. |  |  |
| Slip/trip and falls hazards | Staff working  Hirer  Public using facility as part of letting | Personal injury | * Hirers must ensure that premises and grounds are left in a clean and tidy state after their use. All litter and waste materials should be removed and, where items of furniture have been moved, they are put back in position at the end of the letting. A further charge may be levied if additional cleaning is required. * Use of the playing fields or football pitches may be cancelled at any time should we consider that they are unfit for use |  |  |
| Inadequate insurance | Staff working  Hirer  Public using facility as part of letting | Personal injury | * The hirer will be responsible for arranging personal accident insurance and public liability insurance. * School to check levels of insurance as part of booking and annually thereafter if a long term let. |  |  |
| Unauthorised persons | Staff working  Hirer  Public using facility as part of letting | Theft  Trespassers  abduction | * Hirers must ensure full supervision is provided during lettings especially on playing fields. * The hirers will not allow other persons to tailgate into the school * The hirer to contact the site team/school emergency contact if they are suspicious of anybody on site. |  |  |
| Security of the building | Staff working  Hirer  Public using facility as part of letting | Theft  Trespassers | * Site team lock up after every letting and check building is clear before securing. * For those Hirers with special arrangements to hold a key, only authorized, trained hirer to unlock/secure school. |  |  |
| Safeguarding | Staff working  Hirer  Public using facility as part of letting | Abuse | * Hirers using the school for an afterschool club that has children participating must have enhanced DBS * School to check DBS and retain the information on the Single Central Record. |  |  |
| Alcohol at weekend or evening letting | Staff working  Hirer  Public using facility as part of letting | Personal injury  Property damage | * If alcohol is to be sold on the premises specific permission must be granted by the School and the hirer must provide the school with a copy of the licence. * A Public Entertainment Licence must be arranged by the hirer if one is required. |  |  |

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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** |
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| **Reviewed by:**  **Signature:** | **COMMENTS:**  *Record any comments reviewer wishes to make. Including recommendations for future reviews.* | | | |
| **PRINT NAME:** |

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| **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. |