**Name of event:**

|  |  |
| --- | --- |
| **Codes for completion** Potential outcome  1. Minor injury 2. Injury requiring medical attention 3. Injury resulting in absence from work or school 4. Serious injury/long term absence/sickness 5. Fatality  Probability  1. Unlikely 2. Low possibility 3. Possible 4. Probable 5. Near certainty  Calculation of risk rating Multiply value of potential outcome by probability   * Low risk 1-5 * Medium risk 6-12 * High risk 12+ |  |
| **Register prepared by :**  **Date:** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazards Identified** | **Person(s) at risk** | **Risk Assessment score prior to identification of action to remove or reduce risk** | | | **Action to be taken to remove or reduce risk** | **Risk Assessment score after identification of action to remove or reduce risk** | | |
| **Potential outcome** | **Probability** | **Risk rating** | **Potential outcome** | **Probability** | **Risk rating** |
| Escape in case of emergency | Staff/ Students/Visitors | 5 | 3 | 15 | School has fire evacuation procedures in place.  For large groups of visitors (e.g. primary schools) - Lead adult has been shown fire exits and location of the muster point.  For events in the Arts Theatre – numbers admitted and seating set up are in line with the Arts Theatre risk assessment on N:/Health and safety/Arts Theatre capacity | 5 | 1 | 5 |
| Faulty Electrical Equipment | Staff/ Students/Visitors | 5 | 3 | 15 | School equipment all PAT Tested  PAT certificate seen for any electrical equipment being brought into school by external visitors | 5 | 1 | 5 |
| Accidents – trips/falls | Staff/ Students/Visitors | 3 | 4 | 12 | All areas tidied before the event begins.  All activities are supervised by members of staff.  Any electrical wires used will be taped to the floor.  Once noticed, any drink spillages cleaned up  First aiders in school during school hours | 3 | 1 | 3 |
| Visitor Control | Staff/ Students/Visitors | 3 | 3 | 9 | Access restricted by Paxton entry system | 3 | 1 | 3 |
| Vehicle Movement on site | Staff/ Students/Visitors | 5 | 3 | 15 | Speed limit on site at venue.  Detail here whether there will be any staff or students directing parking and whether they will be in high vis jackets | 5 | 1 | 5 |
| Sudden Illness | Students/ Staff/Visitors | 5 | 3 | 15 | First Aider on site at all times of the event | 5 | 2 | 10 |
| Negligence by external companies being used causes damage  (Delete this section if no external companies used) | Students/ Staff/Visitors | 5 | 3 | 15 | Only reputable companies used.  Public liability insurance certificate of a minimum £10m seen. | 5 | 1 | 10 |
| **Overall Risk Rating : High/Low (delete as appropriate)** | | | | | **Final Risk rating : High/Low (must be low)** | | | |

**Save your completed risk assessment to n:/health and safety/events**

**Make sure it is shared with all staff helping to run the event**