

## Events outside of school day

### RISK ASSESSMENT

**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:**

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<u>Hazards Identified</u>	<u>Person(s) at risk</u>	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	<p>Lead staff know the procedure at the venue – location of exits, muster points, registers available and staff know roles as detailed below:</p> <ul style="list-style-type: none"> <li>• Fire evacuation point (Specify here where the evacuation point is – normally car park nearest to building being used)</li> <li>• Fire Evacuation Officer – Liaising with site staff and fire brigade – (Specify here the named member of staff responsible)</li> <li>• Fire marshal - ensuring staff, pupil and visitors muster at one point and remain there until safe – (Specify here the named member of staff)</li> <li>• Site team – dealing with alarm and identifying location of fire. (Specify here the named member of site staff who will be on duty)</li> </ul> <p>For events in the Arts Theatre - the location of fire exits and the muster point will be announced at the start of the event.</p>	5	1	5

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					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			
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 reported to venue staff.  First aiders present – (Specify here the named member of staff)	3	1	3
Visitor Control	Staff/ Students/Visitors	3	3	9	Detail here whether reception will be manned, sign in sheets etc.	3	1	3

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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**