

LETTINGS RISK ASSESSMENT

DEFINITIONS:

Hazard

Something with the potential to cause harm

Risk

The likelihood of hazard reaching its potential

Department :	Woodlands School Lettings
Description of Task:	Lettings and Private Functions
People at Risk:	Letting Attendees and Other Visitors

Risk	1 = Remote	5 = Definite
Severity	1 = Slight	5 = Fatal
Risk x Severity = Rating		
16 – 25 =	Urgent attention	
8 – 15 =	Attention may be required	
Objectives		
1. Eliminations	4. Use of Procedures	
2. Substitution	5. Warning System	
3. Use of Barriers	6. PPE	

		Residual Risk / Likelihood				
		1	2	3	4	5
Severity	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Identified Hazards Associated with the work activity / tools / COSHH and possible injury.	Risk of Injury Before controls are in place.	Severity of Injury Before controls are in place.	Total Rating Risk x Severity	Control measures Measures which must be in place before work is allowed to start (Including provisions such as Personal Protective Equipment).	Risk of Injury After controls are in place.	Severity of Injury After controls are in place.	Total Rating Risk x Severity
Fire Safety and Evacuation	5	3	15	<ul style="list-style-type: none"> - The Hirer shall not bring onto site, candles, indoor pyrotechnics, flammable pressurised gas cylinders, petroleum spirit, artificial smoke makers or dry ice machines etc. - The Hirer shall ensure that there is no smoking on site, Woodlands School and grounds are a '<u>no smoking areas</u>'. - The Hirer shall familiarise themselves with the fire precautions in force on the premises, and with the means of escape in the event of a fire. Fire and other exits must be kept clear at all times 	3	3	9

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<p>Fire Safety and Evacuation</p>	<p>5</p>	<p>3</p>	<p>15</p>	<ul style="list-style-type: none"> - If the fire evacuation alarm sounds, leave the building by the nearest emergency exit and muster at the far bottom corner of the car park as per map provided. - The Hirer shall maintain and conduct a register of his or her party and report to the Skanska facilities Services (SFS) Site Team if anyone is unaccounted for. - The Hirer is responsible for ensuring that his or her party are all clear of the building and accounted for and report to the premises officer in charge - Once the SFS Site Team has dealt with the alarm and the situation, a decision will be made as to whether the building is safe to return to the building. 	<p>3</p>	<p>3</p>	<p>9</p>
<p>Electricity</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> - The Hirer shall not bring on site any personal electrical equipment, including kettles, cookers, hot rings, microwaves deep fat fries, popcorn maker etc. - All other electrical equipment, IT equipment, disco equipment, lighting and sound system brought and used on site shall have a current PAT test certificate submitted for scrutiny to the SFS Site Team. - Power sockets shall not be overloaded and only one extension lead used per supply 	<p>3</p>	<p>2</p>	<p>6</p>
<p>Accidents Sporting Injuries Slips, Trips and Falls</p>	<p>5</p>	<p>3</p>	<p>15</p>	<ul style="list-style-type: none"> - The Hirer shall ensure that all hazards and potential dangers are reported to the SFS Site Team on the day of the letting - The Hirer shall ensure that his or her party remain in the designated area as detailed on the letting agreement and not allow adults or children to roam freely around the building and site. - First Aid is the responsibility of the Hirer. 	<p>3</p>	<p>2</p>	<p>6</p>

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<p>Accidents</p> <p>Sporting Injuries</p> <p>Slips, Trips and Falls (Cont.)</p>	5	3	15	<ul style="list-style-type: none"> - The Hirer is responsible for supplying a small First Aid kit at all times. - In case of an emergency the Hire shall alert the SFS Site Team who will contact the emergency services or dial SFS 24/7 helpdesk telephone number on 0800 023 4765 for any other requirements - All efforts will be made to ensure trailing leads do not cross walkways, where this is unavoidable, they will be secured with yellow and black hazard tape 	3	2	6
Traffic Management	5	2	10	<ul style="list-style-type: none"> - The School and its SFS not responsible or liable to any claim for damage caused to private vehicles whilst parked on Woodlands School - Emergency services access roads and all other roadways shall not be obstructed. - No parking on grassed areas or any other unauthorised areas other than the car park 	1	3	3
Safeguarding	2	2	4	<ul style="list-style-type: none"> - The Hirer shall comply with the requirements of Woodlands School child protection policy. - Activities for Children, the Hirer shall ensure that two responsible adults are present, and in charge throughout the whole period of hire. It is recommended that one adult is a qualified First Aider. 	1	2	3
Manual Handling	5	1	5	<ul style="list-style-type: none"> - The Hirer shall ensure that his or her party will not move furniture e.g. tables, staging, scenery or any other furniture anywhere within the building. - Working at height and stepladders. 	1	1	2
Rubbish Clearance	5	1	5	<ul style="list-style-type: none"> - The Hirer will be responsible for ensuring the venue is left in good condition and clear of all rubbish once the event has finished. 	3	1	3

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Specifics, Actions & Further Considerations / Hirers Comments

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Date of Assessment:	01/01/17	Date of Review:	31/03/18
Name: <i>(Please Print)</i>	Donald Wykes (Woodlands School Health and Safety Coordinator)	Signed:	

Risk assessment read and adopted by Hirer:	Date Signed:	
Name: <i>(Please Print)</i>	Signed:	

