



## RISK ASSESSMENT

<b>Project Title:</b>	<b>Sudbury Primary School</b>	<b>Risk Assess. No.:</b>	<b>7</b>							
<b>Task/Activity:</b>	Lettings of school premises	<b>Project No.:</b>								
		<b>Date Prepared:</b>	09/09/2016							
HAZARDS		Likelihood			Severity				Risk Score	
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	<b>Score:</b>	3	2	1	5	4	3	2	1	
1	Abuse of alcohol/substances	x				x				12
2	Smoking on site and in non-smoking areas	x				x				12
3	Fire	x			x					15
4	Trips/slips or falls	x				x				12
5	Security of premises compromised	x			x					15
6	Loud noise and public disorder affecting neighbouring residents etc.	x					x			9
7	Traffic congestion, insufficient car parking spaces available	x					x			9
8	Failure to comply with the conditions of the licence – start and finishing times	x				x				12
9	Allowing defective or inappropriately maintained equipment to be brought on to, used and tested in the premises without the owners consent.	x			x					15
10	Inadequate security and supervision in place during functions	x			x					15
11	Overcrowding in terms of numbers of people permitted on premises	x				x				12
12	No laid down and agreed emergency procedures in place that incorporates evacuation of the area	x			x					15
13	Insufficient or lack of competent site management/ personnel on the site for the duration of function (including first aiders)	x			x					15
14	Premises not used for the purpose for which it was agreed eg. Illegal rave	x				x				12
15	Incorrect use/abuse of premises equipment, furnishing	x				x				12
<b>Risk Assessment Scores:</b>		<b>10+ High Risk</b>			<b>5-9 Medium Risk</b>			<b>1-4 Low Risk</b>		

PERSONS AFFECTED					
Operatives	x	Members of Public	x	Site Visitors	x
Other Workers	x	Managers	x	Young Persons	x
Others	x				

PPE REQUIREMENTS					
Harness & Lanyard	x	Hi-Viz Clothing	x	Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves		Boots	x		

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial Controls
<ul style="list-style-type: none"> <li>➤ First Aid training for lettings officers</li> <li>➤ Parking management plan training and Health &amp; Safety requirements during lettings</li> </ul>	<ul style="list-style-type: none"> <li>➤ Lettings forms checked to ensure the type of events are in line with our Licence and School policy</li> <li>➤ Control measures in place to minimise the risks</li> </ul>



ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial Controls
<ul style="list-style-type: none"> <li>➤ Manual handling training for site supervisors in charge of setting up and moving furniture around</li> <li>➤ Fire warden training</li> </ul>	<ul style="list-style-type: none"> <li>➤ associated with the lettings activities</li> <li>➤ Parking management plan in place</li> <li>➤ Ensuring staff ratios are appropriate for each event</li> <li>➤ Ensuring compliance with the Premises Licence</li> </ul>

Physical Controls	Procedural Controls
<ul style="list-style-type: none"> <li>➤ Access blocked to the areas of the school not agreed to be let</li> <li>➤ Equipment brought in by external parties to be visually checked for PAT testing and fit for purpose</li> <li>➤ Parking management plan applied by lettings officers/parking attendants</li> <li>➤ Visitors guided to smoking area and smoking area supervised</li> <li>➤ No glass allowed in the playground</li> <li>➤ Lettings officers to be vigilant of people, the areas and the noise disturbance to the neighbourhood</li> <li>➤ SIA (Security Industry Authority) staff booked when necessary</li> </ul>	<ul style="list-style-type: none"> <li>➤ Risk Assessment in place</li> <li>➤ Booking forms and Additional Information</li> <li>➤ Lettings Terms and conditions</li> <li>➤ Premises Licence Conditions</li> </ul>

HSE & Other Guidance	Comments
<ul style="list-style-type: none"> <li>➤ Health and Safety at Work Act</li> </ul>	<ul style="list-style-type: none"> <li>➤ The Risk Assessment should be read in conjunction with relevant documentation for each booking</li> </ul>

Residual Risk Rating

Considering the above control measures

LOW

**Assessment Prepared by:**

**Name:** Raluca Uta

**Signature:**

**Date:** 09/09/2016

**Updated:** 06/02/2017

**This risk assessment should be read in conjunction with all relevant method statements, safe systems of work and associated risk assessments as detailed on the Risk Assessment Briefing Record**

**Signature of the person with overall responsibility for the Health and Safety in these premises:**

**Beth Ragheb  
Headteacher**