

**RISK ASSESSMENT FINDINGS**

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| --- | --- |
| **Department/Service** |  |
| **Date** |  |
| **Assessor** |  |
| **Approved By** |  |
| **Review Date** |  |

**Relevant Legislation:**

The Management of Health and Safety at Work Regulations 1999

**RISK ASSESSMENT RECORD**

**ACTIVITY and/or ENVIRONMENT TO BE ASSESSED: Main Hall**

**DATE:**

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| --- | --- | --- | --- | --- |
| **KEY (People at risk)** | **Likelihood (L)** | **Severity (S)** | **Risk Calculation** | **Risk Rating** |
| E = Employee YP = Young PersonsP = Public C = ContractorsV = VisitorsEM = Expectant Mothers | 1. Very Low (rare/very unlikely)2. Low (unlikely)3. Medium (could occur/possible)4. High (likely to occur/probable)5. Very High (near certain to occur)  | 1. Insignificant (nuisance/discomfort)2. Minor (no lost time)3. Moderate (time loss)4. Significant (serious/incapacity to work)5. Major (Death) |  Likelihood x Severity=Rating | **1- 6** **LOW RISK** Monitor * 1. **MEDIUM RISK** Monitor, review & reduce risk where possible

**14-25** **HIGH RISK** Further Action Required |

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| --- | --- | --- | --- | --- | --- |
| **1.Hazards Identified and potential harm it could cause** | **2. People****At Risk** | **3.Controls in Place** | **4.Risk Rating** | **5. Further Action Required/ Recommendations** | **6.Target Date for Completion** |
| **L** | **S** | **Score** | **Risk** |

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| Defective flooring – slips, trips, falls |  | * Inspection of flooring
* Prompt maintenance of defects
 |  |  |  |  |  |  |
| Under stage storage areas – injury, fire |  | * Restricted pupil access to area
* No flammable liquids or gases to be stored under the stage
 |  |  |  |  |  |  |
| Raised stage area – falls |  | * No unsupervised access onto stage by pupils
* Regular inspection of stage
* Stage edgings clearly defined by high visibility tape, paint etc.
* Temporary staging should be erected following Manufacturers guidance, checked prior to use and of an appropriate height for pupils age range and physical abilities.
* Steps provided to access the front of stage.
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| Trailing electrical cables – trips falls |  | * Avoid use of extension leads wherever possible
* Ensure sufficient sockets
* Use of cable covers where cables are a trip hazard
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| Electrical equipment and sockets – electrocution |  | * Portable appliance testing and regular visual inspection
* Fixed installation testing
 |  |  |  |  |  |  |
| Hot radiators / heaters – burns |  | Low surface temperature radiators /appropriate guarding |  |  |  |  |  |  |
| Large numbers of people congregating – insufficient escape, crushing |  | * Establish safe maximum number of visitors to hall
* Layout of seating allows sufficient space for emergency evacuation
* Emergency exits clearly signed and kept clear
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| Open windows - falls |  | Opening limiters fitted to all windows above ground level |  |  |  |  |  |  |
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