

**RISK ASSESSMENT FINDINGS**

|  |  |
| --- | --- |
| **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:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **KEY (People at risk)** | **Likelihood (L)** | **Severity (S)** | **Risk Calculation** | **Risk Rating** |
| E = Employee YP = Young Persons  P = Public  C = Contractors  V = Visitors  EM = 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 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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. |  |  |  |  |  |  |
| 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 |  |  |  |  |  |  |
| 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 |  |  |  |  |  |  |
| Open windows - falls |  | Opening limiters fitted to all windows above ground level |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |