

**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: School Production**

**DATE:**

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| **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 |

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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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| General risks |  | See also main hall risk assessment |  |  |  |  |  |  |
| Fire/Emergency requiring evacuation |  | Ensure you have a fire / emergency evacuation plan and pre identified assembly points |  |  |  |  | Ensure visitors are informed of these arrangements and procedures at the start of the event. Disabled persons should have their own personal emergency evacuation plan |  |
| Faulty/damaged electrical/ mechanical equipment |  | Ensure you have a schedule of inspection / testing of equipment as a requirement of PUWER. |  |  |  |  | Liaise with guests if taking any equipment to site re: safety of it e.g. PAT up to date – do they conduct their own inspection of facility user equipment etc. |  |
| Overcrowding of venue |  | Venue will have a maximum capacity – pre-determined by a risk assessment. This may also include seating layout plans etc. Liaise with Building Manager. |  |  |  |  | Liaise with performers/guest speakers where appropriate re capacity/seating plans etc. |  |
| Slips/trips |  | Ensure you have a housekeeping regime in situ to minimise slip and trip hazards. |  |  |  |  | Liaise with all parties re housekeeping rules, storage etc. |  |
| Trailing cables etc. |  | Venue should have sufficient amount of plug sockets in appropriate places. |  |  |  |  | Avoid use of extension leads where possible, use cable covers where there is a potential trip hazard. |  |
| Raised stage area – falls |  | No unauthorised/unsupervised access to stage area. Stage edgings should be clearly defined/screened. |  |  |  |  | Ensure persons accessing/ leaving staged area are supervised appropriately. |  |
| Large numbers of people congregating – insufficient escape/crushing |  | Venue seating plans should be adhered to, walkways to be kept clear, signage of potential areas. Ensure capacity not exceeded. |  |  |  |  |  |  |
| Open windows – falls |  | All windows above ground level should be fitted with window restrictors when they can be opened. |  |  |  |  |  |  |
| Hot radiators – burns |  | Low surface temperature radiators / appropriate guards should be fitted. |  |  |  |  |  |  |
| Inappropriate behaviour – damage to property/Injury |  | Supervision |  |  |  |  | Ensure young people are adequately supervised, supervision level should be of an appropriate level to deal with any incidents / emergencies. |  |
| Security of site/safety of children |  | Ensure you have a safety/ security procedure e.g. signing in/out, out of bounds areas, no entry points etc. |  |  |  |  | These should be adhered to at all times. |  |
| First aid |  | Ensure you have resources to deal with first aid emergencies. |  |  |  |  | Attendees with specific medical needs need to be considered when supervision levels are assessed. |  |
| Car Park – RTA |  | Ensure you have car park safety procedures that must be followed. |  |  |  |  | Adhere to signage in car parks, follow pedestrian routes, ensure children are appropriately supervised. |  |
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