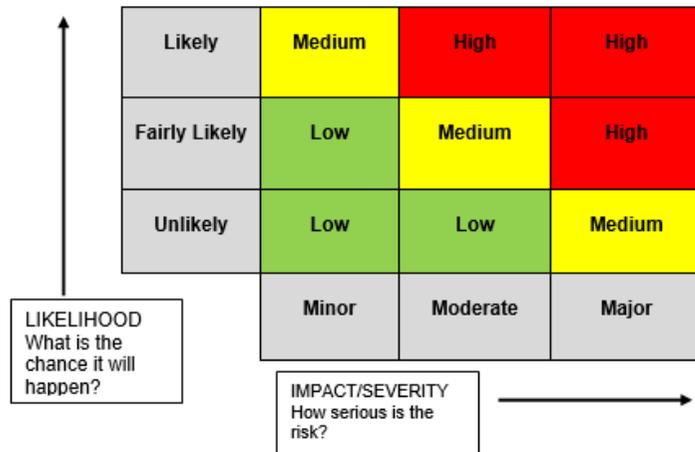




TITLE:	Use of School Facilities – Outside Lets – Sports Hall	AUTHOR:	Rachel Smith – Director of Compliance and Operations
DATE	27 th May 2020	SUGGESTED REVIEW DATE:	May 2023

Significant Hazards	Whom might be harmed?	Risk Rating	Control Measures	Residual Risk
Security or Safeguarding incident.	School Community/Hirer	Medium	<p>Access to buildings restricted by means of key/keypad codes/salto locks, as arranged with Langley Schools Events and Lets Officer.</p> <p>Access to site by designated route with adherent to site speed limits at all times.</p> <p>Where gate/door code access is provided, gates/doors must be locked following entry/exit at all times by the group lead.</p> <p>Upon booking confirmation details will be provided in regard to scope of use, welfare facilities and car parking.</p> <p>Times of use and access will be restricted the hire period (out of school hours) for those attending site who are not part of the school community, if attending site during regular school hours hirer must sign in at reception and follow visitor protocols.</p>	Low
Poor Electrical Safety leading to accident/injury/fatality.	School Community/Hirer	Medium	<p>Fixed wire testing is carried out in line with regulatory guidance.</p> <p>PAT testing of all Langley portable electrical appliances is carried out annually.</p> <p>Electrical apparatus not owned by the school must be safe and compliance and Pat tested in line with current legislation.</p>	Low
Poor health and safety practice leading to accident/injury/fatality	School Community/Hirer	Medium	<p>Safety of school facilities and equipment is maintained in line with the Schools Health and Safety Policy and Procedures, in line with the Health and Safety at Work Act etc. 1974.</p> <p>Facilities must be used as agreed and intended in a safe manner.</p>	Low

			<p>Hirers must risk assess their own activities and are responsible for members of their group adhering to their health and safety procedures.</p> <p>Hirers are responsible for the safety of their own equipment.</p> <p>Lone use of facilities is prohibited AT ANY TIME.</p> <p>All accident, incident and near misses must be reported to the school contact as soon as is possible.</p> <p>Hirers will be expected to have their own first aid arrangements in place.</p> <p>The Prep site has a defibrillator on site situated of the front of the music block (front of the building to the right of the Main Hall) for emergency use only. Senior does not have this facility out of school hours.</p>	
Poor Fire Safety, lack of knowledge of Emergency Evacuation leading to injury/fatality.	School Community/Hirer	Medium	<p>Fire safety equipment maintained in line with the Schools Fire Safety Policies and Procedures and regulatory provision as dictated by the Regularity Reform (Fire Safety) Order 2005.</p> <p>Hirers should make themselves familiar with the fire route signage, emergency exit positioning and fire evacuation muster point.</p> <p>Emergency Fire Action Signage is on all fire exits and around the school buildings.</p> <p>Fire exits must always be kept clear.</p> <p>Our sites are strictly no smoking at all times.</p> <p>Hirers must ensure a list is kept of all attendees for the purpose of fire evacuation registration.</p>	Low
Injury from Slips, trips and falls	School Community/Hirer	Medium	<p>Adequate lighting in all areas.</p> <p>Good housekeeping at all times, particular attention of bag storage.</p> <p>No running in corridors.</p> <p>Correct footwear worn for activity.</p>	Low



Likelihood x Impact = Risk

Likelihood – What is the chance it will happen?

1. Likely the event will happen
2. Fairly likely the event will happen
3. Unlikely the event will happen

Impact – How serious is the risk?

1. Minor Injury requiring first aid, e.g. grazes, minor cuts
2. Moderate An injury requiring medical assistance, e.g. cuts needing stitches, broken bones.
3. Major Injuries such as severe head injury/long term illness/death

Risk Definition

Low	Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed.
Medium	Consideration should be given as to whether the risks can be reduced. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy.
High	Further control measures should be put in place to reduce the residual risk to an acceptable level. Risk reduction levels should be implemented urgently, in a defined period. Consider suspending or restricting the activity. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy.

Residual Risk

The risk that is still there after controls have been considered. It is what is left over after all efforts to mitigate or eliminate risk have been exhausted.