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| **RUNNING AN EVENT IN SCHOOLS – GENERAL RISK ASSESSMENT****February 2023**The purpose of this risk assessment is to enable all Grace Foundation Staff to run events effectively in schools  |
| **HAZARD** | **RISK GROUP** | **RISK** | **CONTROL MEASURES** | **Residual Risk Rating** **HIGH****MED****LOW** | **Are Controls Adequate?** |
| **Yes** | **No\*** |
| **Lack of following School Systems and Procedures** | All | Risk or harm to individuals as a result of poor planning | * All staff to follow School Systems and Procedures when planning events and activities
 | MED | **Y** |  |
| **Slips and trips**  | All | Staff, students, and visitors may be injured if they trip over objects or slip-on spillages.  | * General good housekeeping.
* All areas well lit, including stairs.
* No trailing leads or cables.
* Staff keep work areas clear, e.g., no boxes left in walkways, deliveries stored immediately.
* Area cleaned
 | LOW | **Y** |  |
| **Manual handling of equipment etc**  | Organisers – Staff or students | Staff risk injuries or back pain from handling heavy/bulky objects, set up | * Trolley used to transport heavy items when collecting deliveries etc.
* Remind staff that they should not try to lift objects that look or appear too heavy to handle.
* Two People to handle large items where needed
 | MED | **Y** |  |
| **Security**  | All | Risk of external visitors not approved onsite | * Ensure preapproved guest list where possible
* Where access is available for general public ensure security and safeguarding procedures are in place
 | MED | **Y** |  |
| **Electrical**  | Staff or participants | Staff or participants could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires. | * Preapproved PAT Tested Equipment only
 | MED | **Y** |  |
| **Fire**  | All | If trapped, staff could suffer fatal injuries from smoke inhalation/ burns. | * Remind Fire marshals in place in case of emergency
* Staff aware and able to point to fire exits
 | MED | **Y** |  |
| **Food, Drink and Catering** | All | Risk of food poisoning / allergies /Catering Hazards | * Regular catering company in place with full knowledge and understanding of building
* Guests briefed in advance about allergies
* Sensible use of alcohol on night
 | LOW | **Y** |  |