

SHENLEY BROOK END SCHOOL - RISK ASSESSMENT FORM

RA 046 SITE – Use of Sports Hall and Gymnasium internal and external use

What is the hazard(s)?

1. Open access to attendees and visitors.
2. Slips trips and falls.
3. Damaged apparatus.
4. Benches at side of halls.
5. Storage of apparatus.
6. Electric sockets.
7. Manual Handling.
8. Fire.
9. Power / lighting failure.
10. Injury from sporting activity.

Who might be harmed and how? Staff students and Visitors

1. There is potential for unwanted persons to attend one of the lessons or letting sessions.
2. Staff/students/visitors may slip/trip/fall on slippery surfaces or spillages.
3. Staff/students/visitors may incur an injury from faulty equipment.
4. Benches may create a tripping hazard.
5. Unsafe storage of equipment may lead to crushing, entrapment injuries or slips trips and falls.
6. Breakage of supply sockets from impact, leading to possible electric shocks.
7. Possible muscular skeletal injuries from moving heavy equipment.
8. Possible entrapment if fire in areas.
9. Possible disorientation, leading to panic and possible contact injuries.
10. Always the potential with any sporting activity that person may be injured.

What are you doing already?

1. During school day, strict entry controls to building. These are relaxed during letting periods and hirer to maintain control of persons attending their session. Staff are DBS checked and hirers are required to provide their DBS details if juveniles attending or involved in the letting.
2. Programmed cleaning of floor surfaces and lettings staff to prepare areas for hire. Trap mats are provided at entrances from external areas to limit ingress of water.
3. Programmed inspection, service and certification of all sporting equipment annually. Staff and hirers should visually inspect equipment prior to use and report defects, taking unsafe equipment out of use.
4. Staff and hirers may need to relocate the benches to a storage area to limit slips and trips.
5. Staff to ensure that designated areas are used for the storage of all equipment and that the storage areas are kept clean and tidy. Staff to limit access to stores and hirers to ensure no unauthorised entry to the stores areas.
6. Majority of perceived hazardous sockets have been changed to metallic sockets, staff and hirers to reports any breakages or damage.
7. Staff trained in safe manual handling techniques. Hirers should only be moving lighter equipment.
8. There is more than one exit in each, many designated as fire escape routes, others leading to a place of safety. Staff trained for evacuation and hirers informed in Hire agreement of their roles and responsibilities in the event of a fire or similar emergency.

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- 9. Each of the areas is fitted with emergency lighting that will be illuminated in the event of a power failure. This lighting is tested monthly and although not suitable for sporting activities, sufficient for person to find their way out of the area.
- 10. Staff trained in First Aid Procedures and during school day Matron Is on site with other first aid staff. Hirers are instructed in the hire agreement that one of their party must be first ad trained and their documentation to be supplied as part of the hire agreement contract.

What further action is necessary?

Continue to reassess the hazards and inform staff and hirers of their responsibilities.
 Other than accepted sporting injury, controls in place for the hazards
 Item One is high risk and all staff and hirers must be vigilant at all times.

How will you put the assessment into action?

Action by whom	Action by when	Done
Greg Cunningham		

Name of person completing this form Greg Cunningham

Signature Greg Cunningham

Team/department Premises

Date January 2020

Review date January 2021

Leadership Group/Director/Team Leader.....
 (Accepting the Assessment)