

Risk Assessment – School Lettings – Feltham Hill Infant and Nursery School

Hazard	Risk	Initial Risk Rating (Low Med High)	Control Measures and Guidance	Final Risk Rating (Low Med High)	Comments Additional Action Required (by whom and completion date)
<p>Activity type causes damage to school premises / equipment / reputation.</p> <p>Insufficient insurance and licensing.</p>	<p>Hall / equipment being out of use for children.</p> <p>Financial risk of refurbishment/ replacement.</p> <p>Children's library books being damaged/stolen if using library to access big hall</p> <p>Risk of damage to good reputation of the school.</p>	<p>Med</p>	<p>The Hirer informs the Headteacher and Governing Body of the activity that will be undertaken on the premises.</p> <p>School has public liability insurance.</p> <p>School requests licenses/insurance/marketing materials for commercial lettings before signing off the lettings agreement.</p> <p>School reviews every lettings application to ensure activity is sufficiently safe in nature with respect to potential damage to premises / equipment / reputation.</p> <p>The letting terms and conditions are clearly outlined to the Hirer of the premises and agreed by the Hirer.</p>	<p>Med</p>	<p>Site Manager/Assistant Caretaker to periodically monitor events that the school considers higher risk.</p> <p>The Hirer to be reminded that library books etc are off-limits to attendees.</p> <p>Book shelves covered with material to reduce the possibility of books being accessed.</p>
<p>Ineffective planning of event/activity and inadequate health and safety procedures.</p>	<p>Risk of injury to event attendees and inadequate procedures that could damage good reputation of the school.</p>	<p>High</p>	<p>A risk assessment is undertaken for the activity that the premises are being used for by the Hirer.</p> <p>The risk assessment is reviewed and amended by the school in light of the impact of the proposed use of the premises.</p> <p>The Hirer is advised to bring any first aid supplies to treat any activity-specific injuries.</p> <p>The Hirer will provide procedures for reporting of accidents.</p>	<p>Med</p>	<p>If final risk rating remains high on the Hirers risk assessment the issues are to be addressed before the letting is agreed.</p>

Liability of school for insurance claims.	Financial risk from insufficient insurance and licencing.	Med	<p>School has public liability insurance which covers private lettings.</p> <p>For commercial hire, the Hirer must produce the appropriate certificate of public liability insurance cover before the letting can be confirmed.</p> <p>Lettings policy, agreement, terms and conditions cover responsibilities of the school/hirer.</p>	Low	
Letting not signed off by authorised signatories.	Accountability of risk of injury to event attendees and potential damage to school premises / equipment or reputation.	Low	The letting only commences once the activity proposed to be undertaken on the premises is approved by the Headteacher or those authorised by the Governing Body.	Low	
Inadequate security	<p>Unauthorised trespassers accessing school site - risk to potential damage of school premises / theft of school contents / equipment of hirer.</p> <p>Crime and</p>	High	<p>The Hirer of the premises is made aware of the areas of the school grounds they are allowed access to. The school ensures that permitted access is restricted.</p> <p>Under no circumstances is the locking up of the school delegated to a member of the hiring group. The Hirer takes the Site Manager's mobile phone number and calls when ready to vacate the premises.</p> <p>School does not share pedestrian gate security</p>	Med	<p>Ensure the Hirer has a working mobile phone to contact Site Manager.</p> <p>School restricts access to areas of school that could be accessed.</p>

	disorder.		<p>code with the Hirer.</p> <p>Hirer ensures all attendees access / depart the site without compromising security arrangements.</p> <p>The Hirer informs all participants of the limits of the activity within the building.</p> <p>School has contents insurance.</p>		
Hirer and attendees not being able to exit the building safely in event of a fire.	Risk of accident / burns / loss of life / smoke inhalation.	Med	<p>The Hirer is aware of the school's emergency procedures and Fire Evacuation Plan as outlined in the Lettings policy.</p> <p>The Hirer informs all participants of the emergency evacuation procedures.</p> <p>Emergency escape routes are not locked/blocked to allow safe exiting of the building.</p>	Low	Ensure that map of evacuation routes and school layout are updated and displayed clearly in designated areas.
For commercial lettings, adults in regulated activity with children do not have adequate vetting checks - e.g. DBS.	<p>Risk of potential harm to children.</p> <p>Damage to reputation of the school.</p>	High	The Hirer obtains the necessary safeguarding checks for all activities involving children, e.g. DBS checks and provides these to the school.	Med	Lettings agreement is not signed by the school until evidence of checks has been provided.

Assessing the risk level:

SEVERITY x LIKELIHOOD = RISK LEVEL

The risk matrix below is a simple method for estimating risk levels and will help you decide whether a risk is tolerable. To estimate the risk level, read across the top of the matrix to your assigned severity rating and then down the left-hand side to the assigned likelihood rating. For example, where the likelihood is 'likely and the worst likely outcome is a 'major injury'; the hazard will present a 'moderate risk'.

Risk Matrix		Severity				
		Insignificant 1	Minor 2	Serious 3	Major 4	Fatality/Disability 5
Likelihood	Remote 1	1	2	3	4	5
	Unlikely 2	2	4	6	8	10
	Likely 3	3	6	9	12	15
	Very likely 4	4	8	12	16	20
	Certain 5	5	10	15	20	25