

Task/Activity	Schools performances internal and external
Date Conducted	17/11/2015
Date Reviewed	17/11/2017
Assessors	DR/NL

Severity of Injuries scale

- 1 – Very minor
- 2 – Minor / First Aid
- 3 – Medical attention
- 4 – Hospitalisation
- 5 – Death / Irreparable damage

Likelihood of risk scale

- 1 – Unlikely
- 2 – Possible
- 3 – Probable
- 4 – Likely
- 5 – Certain

Risk Rating (Severity x Likelihood)

- 0-6 = Low risk
- 7-11 = Medium risk
- 12+ = High risk

Activity / Hazard	Hazards Identified	Persons/Property at Risk	Existing Control Measures	Severity	Likelihood	Risk Rating	Additional Control Measures Required	Notes & Supporting Materials / Risk Assessments
Children running/playing in public areas	Slips, trips or falls	Staff Audience Teachers	School and local authority guidelines. Health and Safety briefing by member of CBSO Centre Team or Education staff. Enough staff on duty for the number of children attending. Clear schedule for day and plan of where children wait and sit in hall. CBSO Safeguarding policy	3	2	6	Event briefing, schedule. Ensure there is appropriate adult supervision.	
Position and Stability of display stands/tables and equipment	Bumps, trips, crush injury	Staff Audience Teachers Display Stands Equipment	Predetermined positioning of stands/equipment. Inspection of erected stands/equipment supervised by L&P /CBSO Centre Staff. Adult supervision to control children.	2	2	4		
Crowding in one area of the foyer, particularly between sessions if schools leaving and arriving at same time	Blocked exits. Impedes emergency evacuations. Trips/falls	Staff Audience Teachers	Personnel management by CBSO appointed staff Qualified First Aiders Trained Stewards	2	2	4		

Activity / Hazard	Hazards Identified	Persons/Property at Risk	Existing Control Measures	Severity	Likelihood	Risk Rating	Additional Control Measures Required	Notes & Supporting Materials / Risk Assessments
Power Cables	Tripping Equipment damage Equipment stability Electrical malfunction Electrocution	Staff Audience Teachers	Securely taping of cables to floor area to prevent trips or falls and stability of equipment and checking of all accessible areas before children able to enter main hall. PAT testing.	4	1	4		
Handling and transporting of food/liquids (cold)	Spillages Slippage/falls	Staff Audience Teachers	Designated areas for consumption of liquids and food promoting the use of trays and tables. Spillages cleared and cleaned immediately	2	2	4	Signage in CBSO Common Room	Please see Kitchen RA
Risers and seating in the Hall	Trips / Falls	Staff Audience Teachers	Ensure that there is enough supervision at all times, to make sure that the children do not run around and that they take care in the hall.	2	2	4		See Hall Set RA

BRIEFING NOTES

It is the responsibility of the designated staff member to ensure that appropriate Risk Assessments are held and acted upon for their departmental activity.

All assessments should be carried out with a second member of staff.

Risk Assessments should be reviewed annually unless otherwise stated.

Risk Assessments should be sought in advance from contractors, clients etc as and when required.

All relevant personnel need to be made aware of all Risk Assessments and associated Health & Safety policy/procedures.

Any potentially high risk activity must be brought to the attention of the Company Secretary for discussion with the Health & Safety Committee.

Severity and likelihood is rated over and above any reasonable everyday activity e.g. pouring tea/coffee is a normal everyday activity and thus we should expect a regular adult to be able to do this safely and in consideration of others and equipment.