



Risk Assessment

Risk Assessment for (Activity/Process/Operation):	Event Management – Prom (Sports Hall)
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School:	Cardinal Wiseman Catholic School	Department:	Operations		
Assessment Date:	17th June 2021	Review Date	8th July 2022	Reference:	CWRAEvents

What are the hazards?	Risk rating prior to action (H,M,L)	What existing control measures are in place to reduce / prevent the risk?	In place? (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
Lack of security / supervision on site	H	<ul style="list-style-type: none"> Marshals on gate to prevent unauthorised access (wearing high visibility vests). Staff to monitor students as they arrive, checking off register as people enter the premises. Staff to be placed across the premises, to monitor visitors. All students to be security checked upon arrival and prior to entering site. Restricted access to majority of the establishment, only identified spaces to be unlocked and accessible. Students provided clear route through school and all non-required spaces locked prior to the event beginning. Restricted access, only identified people allowed on to site during the event. Access to mobile phones/two way radios in place. Planned movement around the school site during the event, restricted access to specified areas including use of toilets. Staff to complete witnessed and thorough checks of students as they enter site, including bag checks and pat downs – in line with safeguarding and safety protocols – to check for paraphernalia List of 'risk' students identified by Middle & Senior Leaders, expectations set with individual students reminding rules of behaviour in line with 100% compliance policy. Students provided with official communication ahead of event informing of expectations and alerting that safety and security checks will be in place upon arrival. Staff briefing ahead of event regarding expectations, duty rota to be put in place and operational procedures for event to be communicated via staff briefing. 	Y	Parents / Carers advised via official communication of access restrictions and expectations.	L

Unauthorised access to premises	M	<ul style="list-style-type: none"> • Staff to be placed across the premises, to monitor visitors and ensure unwanted visitors – identified by Senior Leadership – are not allowed entry to site. • Staff provided a guest list, attendance to be registered as students enter site. Students not identified on the guest list will be asked to leave and will not be granted access onto school grounds. • Staff clear of expectations surrounding duties during the event and supervision of students. • Staff to follow standard operating procedures to remove students from event at Senior Leaders discretion. • Safeguarding support available during event, staff to follow standard operating procedures to support with any welfare concerns following day to day guidelines set out by the school and safeguarding policy. • Single entrance to school grounds to be used, all other access points securely locked. External visitors / staff not attending the event to be off site an hour prior to the event (except for the cleaners and SSO who will be on hand to support in securing the premises during the arrival hour). • No vehicles to pass through the school entrance between 5.45-7.15pm; so to ensure no unauthorised visitors are able to get onto site. • Gates to be locked promptly at 6.55pm, students aware they will be unable to access the premises past this time. • Limited entrance and exit points in and outside of event location (sports hall) preventing any students from getting around site unsupervised. 	Y	Staff briefed in week leading up to the event re site access times for the day.	L
Infectious Diseases	H	<ul style="list-style-type: none"> • Regular hand washing / sanitizing stations available at different access points around site and within the event location. All people required to sanitize as they enter site, before and after dinner and as they enter / exit the dance floor. • A variety of communication reminders have been distributed to parents, students and staff reminding them of guidance, requirements and rules surrounding Covid-19 – including the important of regular testing at home. • Event space thoroughly cleaned using ionising machine two hours before and after event. • Covid-19 Risk Assessment regularly reviewed and reminders/links sent to Parents, students and staff every week. • Staff tables spaced in and amongst students to support with supervision and observation during event. 	Y		M

<p>New and expectant mother(s)</p>		<p>Manual handling of loads</p> <ul style="list-style-type: none"> • Where possible, manual handling activities for new and expectant mothers should be avoided. Support available from peers and staff for carrying items or moving chair if required. • Seating plan arranged so that student is seated near an exit point with sufficient space to move around. <p>Shocks, vibration and impact</p> <ul style="list-style-type: none"> • Expectant mothers should avoid activities likely to involve uncomfortable whole body vibration, especially at low frequency, or where the abdomen is or can be exposed to impact, shocks or jolts. • Individual(s) encouraged to create space while dancing. <p>Movements and Posture</p> <ul style="list-style-type: none"> • Opportunity to alternate between standing and sitting available throughout duration of event. • Alternative seating available if seat becomes uncomfortable. <p>Infectious Diseases</p> <ul style="list-style-type: none"> • Student will be alerted of any high transmittable diseases known to school prior to event. If this is known, then it will be appropriate for the expectant mother to avoid exposure altogether. <p>Inadequate welfare provision</p> <ul style="list-style-type: none"> • Access to facilities to enable rest (sit or lie down comfortably, in privacy and without disturbance) available if required. • Drinking water made available at all times throughout event. • Nearby toilet facilities available. <p>Extremes of cold and heat</p> <ul style="list-style-type: none"> • Adequate rest and refreshments breaks must be provided along with access to drinking water. • Seating provision next to exit doors so doors can be propped open to allow ventilation and free flow of air so room does not become too hot. <p>Violence and aggression</p> <ul style="list-style-type: none"> • Activity assessed to determine level of risk from potentially confrontational situations. • Layout considerate of space and free flow of movement. • Close monitoring and supervision of students by members of staff to ensure no violent or aggressive behaviour. • Expectant mothers known to key staff members so they are able to be removed and kept safe should any difficult situations occur. 			
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Crowd density	M	<ul style="list-style-type: none"> • Use of counters or similar to monitor numbers. • Set group size limit for large space (sports hall) that allows for comfort and safe space. • Maximum numbers of attendees agreed prior to event in line with health and safety policies. • Only students and staff of the school allowed on site during the event, parents/carers will not be granted access at any point during the evening. • Restricted number of spaces agreed ahead of event, guest list monitored for both staff and students to ensure tickets purchased do not exceed maximum number identified. • All vendors will be required to visit site during the day time in line with school visitor management policy, unless invited to be part of the event at which they will be supervised. • Secure outside area identified so students are able to use both internal and external spaces within the premises during the event. • Staff tables spaced in and amongst students to support with supervision and observation during event. 	Y		L
Fire	M	<ul style="list-style-type: none"> • Refer to event fire risk assessment for relevant information. • Emergency plan for event in place. • Sufficient access routes made available and emergency access routes and exits kept clear. • Marshals briefed and allocated areas to sweep in the event of a fire and familiar with emergency plan. • All electrical equipment used during the event subject to CAT testing and signed off in line with health & safety guidelines. • Fire Drill training exercise completed two weeks before event. 	Y	Students to be reminded of expectations regarding fire evacuation via official communication ahead of the event and at the beginning of the evening.	L
Food safety	M	<ul style="list-style-type: none"> • Good hygiene measures in place. • Individual holds food hygiene qualification. • Food probe temperature used to check food cooked. • All catering to be provided on site, by school staff team. • The kitchen will comply and operate under Government guidelines based on those outlined via guidance for food businesses on coronavirus (COVID-19). • Catering staff will pre-prepare most elements of the meal, to reduce queuing time and speed up students through internal space. • Information regarding student / staff allergens and dietary requirements obtained ahead of the event and provided to catering team, so to plan accordingly. • Communication shared with students and families ahead of event regarding menu, so to support in identifying allergens / dietary requirements. 	Y	Student reminders sent periodically requesting information regarding allergies and dietary requirements.	L

Vehicle Movement Collisions with other vehicles and pedestrians	M	<ul style="list-style-type: none"> • Vehicle and pedestrian access and egress are separated. • Pedestrian routes clearly marked. • Signage and communication in place identifying – no vehicle movement during event. • Parents have clear information on drop-off, pick up procedures whether on foot or driving with clear signage in place. • A clear traffic management scheme is in place that allows safe queuing of vehicles, monitored on the school gate (bus bay) with drop-off and go procedure in place. • Vehicles will not be allowed on or off site between hours of 5.45-7.15pm; so to allow a safe and secure arrival of authorised students onto the premises • Parents / Carers advised to collect students from Potters Green Road (outside of school entrance) at the end of the event. • Students who source public transport after the event, will be supervised by staff in loading into vehicles, ensuring drivers have the correct drop off information. 	Y	<p>Communication reminders to be sent to families and staff leading up to the event to remind of expectations re visitation.</p> <p>Staff attending on standby should students need to be escorted home via school minibus.</p>	L
Poor supervision of event and children	M	<ul style="list-style-type: none"> • Responsibilities for supervision established between staff and parents/carers and supervisory staff/parents/carers informed of any specific responsibilities. • Parental consent form completed regarding arrangements for children where required. • Appropriate levels of supervision and guidance are in place. • Staff thoroughly debriefed during regular staff briefings re expectations surrounding movement around the site, lead by the Senior Leaders of the school. • Staff duty rota for event created, pin pointing spaces throughout site whereby staff will be responsible for monitoring the behaviour and actions of students on site. • Restricted access points throughout school site, creating a reduced area of movement during the event. • Students are able to move between internal and external spaces, with staff supervision in both areas at all times. 	Y	<p>Duty rota for event to be communicated with staff in attendance in the week leading up to the event.</p>	L
Inadequate welfare facilities	L	<ul style="list-style-type: none"> • Area checked before and during use. • Sufficient toilets and welfare facilities are available during the event and relevant supervision/cleaning put in place. • Potable water available. • Clear signage is in place at all school entrances, reception, toilets, washing, teaching, social and communal areas promoting social distancing, good handwashing and ‘catch it, bin it’ rules. • All systems and procedures are visibly modelled by leaders and routinely monitored and reviewed throughout the event. • There are a sufficient number of trained staff available to support pupils with health issues, including any acts of first aid required during the event. • Where the DSL is not available, a trained DSL (or deputy) from the school will be available via phone or online video. • Where a trained DSL (or deputy) is not on site, a senior leader should take responsibility for coordinating safeguarding on site. 	Y		L

Electrical	L	<ul style="list-style-type: none"> • Electrical installation and equipment tested in line with The Romero Catholic Academy policy arrangements. • Electrical equipment and sockets visually checked prior to use. • System in place for taking faulty equipment out of use. • Electrical equipment is only to be used as per the manufacturer’s instructions and any corresponding risk assessment. • Liquids are kept away from electrical equipment. • Work on fixed electrical equipment such as plug sockets, light fittings and switches etc. must only be undertaken by a qualified electrician. • Work on portable electrical equipment only undertaken by competent person. • Staff are responsible for ensuring clothing/hair etc. cannot come into contact with electrical equipment. 	Y		L
Manual handling	L	<ul style="list-style-type: none"> • Refer to relevant moving and handling risk assessment. • Stalls etc. erected/dismantled when parents/children are not present/ have left the site. 	Y		L
Slips, trips and falls Surface of field (pot holes etc, slips, trips falls vehicles becoming trapped Internal areas	M	<ul style="list-style-type: none"> • Good housekeeping maintained. • Flooring kept in good condition. • Spillages cleaned up in a timely manner. • Stalls and equipment layout allows good access and egress. • Staff and pupils to be responsible for wearing appropriate footwear and clothing. • Electrical items positioned safely and plugged securely into mains supply; power cables are covered by cable covers and not trailed openly across floor spaces. • Event area is well lit. • If heavy rain prior to event, the event is cancelled/ moved indoors/postponed. If heavy rain during event, vehicle movements are prohibited on the field. • Sufficient first aid arrangements in place. 	Y		L
Weather conditions Rain, thunder and lightning. Very hot weather.	M	<ul style="list-style-type: none"> • Regular inspections to identify any problems caused by weather hazards. • Long range weather forecast monitored • Contingency plan and adverse weather procedure in place with alternative internal location available or event cancelled/postponed • Event team briefed on the adverse weather procedures and the contingency plan. • Department of Health Heatwave Guidance to be followed - all those involved in running the event are briefed on the need to protect themselves against excessive heat and exposure to the sun. • Stalls moved to areas of shade/trees if very hot weather forecast. • Drinking water available. • Increase provision of shade using tents/gazebos or by using cooler indoor facilities where possible. 	Y		L


<p>Outside companies providing activities, such as bouncy castles</p> <p>Inadequate safety arrangements, supervision in place, misuse of equipment potential for injury.</p>	M	<ul style="list-style-type: none"> • Checks in place to ensure equipment providers have suitable safety arrangements in place including the restrictions of use. • Adequate supervision in place. Areas of responsibility clarified and appropriate signage in place. • External parties have appropriate safety arrangements in place: risk assessments, method statements, records of equipment maintenance, insurance. • Any visitors are provided with clear guidelines on behaviours whilst on premises, these are signposted in advance. 	Y	<p>Only a pre-arranged external photographer to be in attendance at event. Photographer has undertaken enhanced DBS check with school.</p>	L
<p>Erected Displays – falling objects, collapse</p>	M	<ul style="list-style-type: none"> • Tables are sturdy • Overloading prevented • Supervision in place • Good housekeeping maintained • All objects risk assessed and checked over by SSO ahead of the event, regularly checked via the site team throughout the evening • Students are supervised to ensure no inappropriate behaviour towards displays. • Students discouraged from touching erected displays. • Staff to support in setting up 'magic mirror' for photographs, with wipes and hand sanitizer available to encourage regular cleaning of the item. 	Y		L
<p>Cleaning up event Waste food, packaging and bottles/cans</p>	M	<ul style="list-style-type: none"> • Waste containers or refuse sacks provided to dispose of waste. • Full waste bags disposed of in a secure waste bin. • Broken bottles picked up with litter pick stick and placed in a cardboard box and disposed of. • Appropriate personal protective equipment (PPE) provided and worn when cleaning/litter picking. • Space to be cleaned using ionising machine one hour prior to the event and following the clean up process, to ensure to mitigate further risk. 	Y		L



Name of Assessor:	Zoe Seth	Signature:	
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Name of Manager:	Matthew Everett	Signature:	
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Risk Assessment Review Log

Only use this log to confirm that there have been no changes to the current assessment; otherwise an updated risk assessment must be done

Initial Review Date	17th June 2021		
Assessor's Signature		Date:	17/06/2021
Signature of Responsible Manager	Matthew Everett	Date:	

Next Review Date	8th July 2022		
Assessor's Signature		Date:	08/07/2022
Signature of Responsible Manager		Date:	08/07/2022

Next Review Date	24 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Next Review Date	36 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Next Review Date	48 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

