

FISHPONDS CHURCH OF ENGLAND ACADEMY  
FISHPONDS OLD LIBRARY  
HEALTH AND SAFETY RISK ASSESSMENT

<b>Academy / School</b>	<b>Fishponds CE Academy</b>	<b>Assessment No.</b>	
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Site	Fishponds Old Library	Location	Fishponds Road, Bristol, BS16 3UH		
Subject of Assessment		The assessment will consider the risk associated with lettings being held adjacent to school premises.			
Assessed by	Jessica Harrison	Date	23 <sup>rd</sup> February 2023	Review date	23 <sup>rd</sup> February 2024
Details of workplace/activity	All associated activities associated with Lettings, once agreed by the Academy.			Persons Affected (Who may be harmed)	
				Hirers, staff, pupils and visitors	

<b>Hazards and Risks</b>		<b>Existing Control Measures</b>	<b>Risk Level</b> (Very High, High, Medium, Low)	<b>Further Actions</b> ✓/X (If ✓ See Actions)
1.	<b>Security</b> <ul style="list-style-type: none"> <li>Lack of communication and adherence to agreed shared procedures and practice</li> <li>Lack of Insurance</li> </ul>	<ul style="list-style-type: none"> <li>Lettings Policy in place</li> <li>Clear communications with Hirer</li> <li>All Hirers are provided with a copy of the 'hire pack' including Lettings Terms and Conditions, Emergency Procedures, Lettings Overview, Risk Assessment and Hire Checklist.</li> </ul>	Low	X

	<ul style="list-style-type: none"> <li>• Inadequate Security – Visitor Control / unauthorised access</li> <li>• Child Protection and supervision</li> <li>• Inadequate welfare facilities</li> <li>• Lack of separation between users (school) and members of the public</li> <li>• Access to unauthorised areas</li> </ul>	<ul style="list-style-type: none"> <li>• Bookings managed by Schoolhire or on occasion, with agreement of both parties, by Academy staff. If lettings are managed by school staff the completed paperwork must be received in advance of the booking.</li> <li>• Adequate insurance is in place for all activities and services provided</li> <li>• All volunteers working with young persons have had DBS clearance. A best practice procedure for DBS will update the clearance every 3 years or where there has been a gap in employment history</li> <li>• Where there are adjoining/shared facilities, arrangements are in place to prevent access to students from members of the public.</li> <li>• Access to the proposed activity is gained without going through areas restricted to school use i.e. classrooms, staff areas.</li> </ul>		
2.	<b>Health and Safety</b> <ul style="list-style-type: none"> <li>• Vehicle movement on site</li> <li>• Inadequate lighting</li> <li>• Temperature control</li> <li>• Lack of first aid provision and facilities</li> <li>• Lone working</li> <li>• Injury from</li> </ul>	<ul style="list-style-type: none"> <li>• No vehicle movement on Academy site. Use of the Library Car Park is restricted to use by the hirer and should not be accessed by Academy staff or pupils for the duration of the hire</li> <li>• Arrangements and procedures are in place to ensure confidentiality of information held on the school premises</li> <li>• Heating is provided (radiators), ventilation can be increased by opening windows.</li> <li>• Adequate and sufficient welfare facilities are provided i.e. toilets, changing rooms etc.</li> </ul>	Low	X

	<ul style="list-style-type: none"> <li>• Slips, trips and falls</li> <li>• Unsafe Access and egress</li> <li>• Disabled access and egress</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning rotas are extended to take into account any extended use of facilities</li> <li>• Regular clean as you go procedures in place, hirers are provided with a copy of the Hire Checklist in advance of their booking</li> <li>• Hazardous substances are locked away</li> <li>• Floors and surfaces are in good condition, non-slip and free from obstructions. Good standards of housekeeping are maintained.</li> <li>• Staircases have adequate and secured fixed handrails</li> <li>• Any trailing leads and cables are secured</li> <li>• Sufficient storage space is available to avoid items being stored on the floor</li> </ul>		
4.	<b>Emergency Event</b> <ul style="list-style-type: none"> <li>• Fire</li> <li>• Lack of knowledge of emergency procedures and responsibilities</li> <li>• Unexpected alarm</li> </ul>	<ul style="list-style-type: none"> <li>• Entrance steps, ramps and pathways are kept clear of obstructions</li> <li>• Arrangements and procedures are in place to ensure that any activity will not impact on/obstruct any access or egress arrangements</li> <li>• Arrangements are in place to ensure that people, especially children, do not gain access to dangerous areas e.g. roofs, cellars, workshops, boiler and switch rooms</li> <li>• Disabled access available</li> <li>• Parking spaces for visitors etc. are available</li> <li>• The impact of increased traffic on the safety of pupils and the local community is considered. This takes into account evening use of the premises</li> </ul>	Low	X

		<ul style="list-style-type: none"> <li>• There is adequate segregation of pedestrians and vehicles during community use sessions</li> <li>• Adequate and suitable lighting is provided in those areas that are not used during daylight hours</li> <li>• Emergency lighting is provided in areas that are used that are without direct natural daylight or are used at night</li> <li>• Fire risk assessment completed</li> <li>• Adequate escape routes are open for evening and weekend use.</li> <li>• Fire exits are clearly signposted</li> <li>• Hirers are made aware of the fire drill, means of escape from the building and informed of the emergency procedures</li> <li>• The use of any item with an open flame (candles, lighters etc.) are not permitted on site without prior agreement of the academy</li> <li>• Emergency procedures are in place, and both parties are aware of individual responsibilities in an emergency</li> <li>• Sufficient first aid facilities are available - first aid kit</li> <li>• Hirers are advised that should their activities have an increased risk of accident or injury the hirer is required to provide sufficient first aid provision</li> <li>• Adjustments are made for visitor control for all out of hours' activities</li> <li>• Arrangements are in place for staff to gain access to lock up the premises at all required times</li> </ul>		
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		<ul style="list-style-type: none"> <li>All equipment used is compatible with the school equipment</li> </ul>		
	<b>Equipment Use</b> <ul style="list-style-type: none"> <li>Unsafe Electrical equipment/equipment failure</li> <li>Hirer provided electrical equipment</li> <li>High risk equipment (bouncy castle, bubble machine etc.)</li> </ul>	<ul style="list-style-type: none"> <li>All equipment is maintained and inspected where necessary to the required frequencies</li> <li>All portable electrical equipment on site and brought on site is PAT tested and visual checks are conducted prior to use</li> <li>Premises and equipment used by external groups are checked after use to ensure that there is no damage and that equipment is safe to use. This includes at set up and conclusion of an activity/event</li> <li>Where equipment is faulty or damaged and has an increased risk of injury the equipment must be placed 'out of bounds' and not used</li> <li>The Hirer will inform the school of any equipment failure, faults with the fabric of the building or any other concerns</li> </ul> <p>Where any maintenance of the premises is being carried out – the effect of the maintenance on the activity/event is considered and adequate controls put in place</p> <ul style="list-style-type: none"> <li>Hirers are asked to inform the Academy in advance if they are bringing any electrical equipment for use on site. The hirer is responsible for ensuring the suitability and fitness for purpose of any equipment brought onto site</li> <li>The academy reserves the right to charge an enhanced deposit rate to cover against increased risk associated with high risk equipment or events.</li> </ul>	Low	X
	<b>Data Protection</b>	<ul style="list-style-type: none"> <li>Personal data is not stored on site by the Academy</li> </ul>	Low	X

	<ul style="list-style-type: none"> <li>Inappropriate / unauthorised access to personal data</li> </ul>	<ul style="list-style-type: none"> <li>It is the responsibility of the Hirer to ensure that any personal data brought onto site by the Hirers is stored in line with GDPR guidelines</li> </ul>		
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<b>ACTION PLAN</b> (Additional Control Measures Required/Recommended Actions)					
Hazards and Risks		Recommended Actions	Target Date	Completed by	Date Completed

*Any further actions identified should be completed before the assessed task is carried out.*

<b>Reviewed / Approved By</b>		<b>Job Title</b>		<b>Date</b>	
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***By signing this risk assessment, I confirm the assessment has been shared / made available to all relevant staff to review. All staff have been asked to confirm they have read and understood the control measures.***

## Appendix – Assess the Level of Risk

In this risk assessment the level of risk is expressed qualitatively as **Low, Medium, High or Very High**. Underlying these descriptors of risk is a probabilistic model which factors the **likelihood** of an accident or event against the **severity** of harm that may occur. The **risk rating**, calculated as **likelihood x severity**, maps into the qualitative terms used as follows:

		Severity			
		Minor Injury	Reportable Injury	Serious Injury	Critical
Likelihood	Unlikely	Low	Low	Low	Medium
	Possible	Low	Medium	High	High
	Probable	Medium	High	High	Very High

**Reportable Injury** is an important threshold and refers to UK legislation in this respect, often referred to as **RIDDOR**. A reportable injury or occurrence includes:

- major injuries as defined in RIDDOR,
- accidents that resulted in more than 7 days off work,
- an injury to member of the public, a customer or visitor, or a school pupil or student, that required hospital treatment.

(See <https://www.hse.gov.uk/pubns/edis1.pdf> for more information on RIDDOR).