

# LETTINGS RISK ASSESSMENT

<b>SERVICE AREA / TEAM</b>	<b>Meldreth Primary School</b>
<b>ACTIVITY / TASK</b>	<b>Lettings</b>
<b>COMPLETED BY &amp; DATE</b>	<b>Sasha Howard 4.1.23</b>
<b>REVIEW DATE</b>	<b>4.1.25</b>

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you doing already?</b>	<b>What further action is necessary?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Done</b>
Lack of awareness of policies and procedures	<p>People letting the premises and their guests</p> <p>Trips, slips, broken bones, head injury, death</p>	<p>The governing board ensures that all community use of school facilities occurs in line with the following school policies and documents:</p> <ul style="list-style-type: none"> <li>- Health and Safety Policy</li> <li>- Child Protection and Safeguarding Policy</li> <li>- Lone Working Policy</li> <li>- Manual Handling Policy</li> <li>- Fire Safety Policy</li> <li>- Fire Safety Risk Assessment</li> </ul>	<p>The Caretaker and Headteacher ensures that specific risk assessments are conducted with regard to high-risk activities.</p> <p>The Headteacher reviews this risk assessment in line with any new concerns that arise over community use of school facilities.</p>	<p>Headteacher</p> <p>Hirer/Caretaker</p>	As required	
Letting school premises for community use	<p>People letting the premises and their guests</p> <p>Trips, slips, broken bones, head injury, death</p>	<p>Area of the school appropriate for letting for community use, are identified and staff ensure other areas are signposted as areas that must not be entered.</p> <p>Lettings information, including the times and areas for let is publicised throughout the community. All instances of letting school facilities are consistent with the school's ethos and values and do not come into conflict with the school's educational aims or</p>	<p>The Finance Manager ensures that letting terms and conditions are clearly outlined to the hirer of the premises.</p> <p>The Finance Manager maintains records regarding letting the school premises, including booking forms and any additional information.</p> <p>The hirer provides evidence that they have adequate insurance in respect of their intended use of the premises</p>	<p>Finance Manager</p> <p>Hirer/Caretaker</p>	As required	

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		<p>provision.</p> <p>Letting is open to all members of the community equally, and the school will not discriminate against anyone by virtue of their protected characteristics.</p>	<p>and public liability.</p> <p>Every hirer of the school premises provides the details of the activities that will take place.</p>			
Premises security concerns	<p>People letting the premises and their guests</p> <p>Trips, slips, broken bones, head injury, death</p>	<p>School Security is enforced by the site manager and headteacher at all times.</p> <p>The Caretaker ensures that members of the community are aware of the areas of the school premises to which they have access, e.g. through clear and appropriate signage displayed to indicate these areas.</p> <p>Where school premises are in use by members of the community outside of school hours, the Caretaker is present to open and close the school. Keys to the school premises are only handled by individuals who have been authorised by the Headteacher.</p> <p>Under no circumstances is the locking up of the school delegated to a hirer of the premises or</p>	<p>Anyone believed to be trespassing, or attempting to access areas of the school to which they are not permitted entry, will be challenged where it is safe to do so, and removed from the premises where appropriate.</p> <p>The school designates the Hall or Preschool door for community access, with the appropriate signage and security measures in place, to ensure no other doors are accessible to members of the public.</p> <p>Outside of school hours, the Caretaker ensures that rooms other than those required for community use are locked.</p>	Hirer/Caretaker	As required	

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		member of the community.				
Health and safety concerns	<p>People letting the premises and their guests</p> <p>Trips, slips, broken bones, head injury, death</p>	<p>There is at least one trained first aider on the premises at all times when it is in use – the first aider is provided by the school for facilities open to the public, and by the hirer when they are letting school premises for activities.</p> <p>The Headteacher confirms with hirers of the school premises that statutory health and safety ratios are met for their activities.</p> <p>The Headteacher and governing board ensure that a maximum capacity of community users that can safely be on the premises both during and after school hours is determined, and access is controlled on this basis.</p> <p>First aid kits are available near school facilities open for public use.</p>	<p>Specific risk assessments are undertaken for community use involving high-risk activities, e.g. gymnastics classes.</p> <p>The Headteacher requests that hirers of the school premises conduct and provide the school with its own risk assessment conducted for the activities that will take place on site.</p> <p>The Caretaker ensures that moving of furniture, e.g. for community letting of areas of the school premises, is only undertaken by suitably trained school staff in line with the Manual Handling Policy.</p> <p>The Caretaker ensures all hazards are removed or clearly marked in areas of the school used by members of the community.</p>	<p>Headteacher</p> <p>Hirer/Caretaker</p>	As required	

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Injury from school equipment and sports facilities	<p>People letting the premises and their guests</p> <p>Trips, slips, broken bones, head injury, death</p>	<p>The Headteacher ascertains what equipment in the school is available for use by members of the community, e.g. gym equipment.</p> <p>High-risk equipment that could cause injury if used by an individual without the requisite skills and knowledge to do so, is only used by members of the community and community organisations where the headteacher can be assured that this level of skill and knowledge is present.</p> <p>The Caretaker ensures that all school equipment made available for use by the community is safe to use and in good working order.</p>	<p>Hirers of the school premises that use school equipment are liable for any loss or damage to said equipment while it is in their use.</p> <p>All equipment used by members of the community is subject to regular checks by the Caretaker, and is checked in specific response to any reports of malfunctioning.</p>	Hirer/Caretaker	As required	