

Health and Safety Risk Assessment – Open Days/Evening Events

Academy / School	Northampton School for Boys	Assessment No.	02 Employment and Opportunities evening March 2022
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Site	Billing Road	Location	Full Site
Subject of Assessment	The assessment will consider the risk associated with a larger number of occupants attending the school for open days and evening events. Specifically, the Employment and Opportunities evening March 2022.		
Assessed by	RMU	Date	25 February 2022
		Review date	Next event
Details of workplace/activity	Open Days/Evening Events: Employment and Opportunities evening March 2022.	Persons Affected (Who may be harmed)	
		Students, Staff, Estates Team and visitors	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
1.	Stewarding and organisation: Risks of overcrowding, traffic management, unsafe behaviour, and accidents	<ul style="list-style-type: none"> Capacity is controlled by scheduled appointment times for groups. Pinch points and high traffic areas are considered as part of visitor management planning. 	Low	X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> • All staff members/students are briefed ahead of the event, and staff/students are reminded to be vigilant while the school is open to visitors. • An adequate number of first aiders is on duty and first aid supplies provided. • Clear signs are displayed for access routes, WCs etc. • Adequate supervision is in place. • Designated entrance and exit points for all visitors. • Students assisting during the event should wear school uniform/Sixth Form dress so visitors can identify students assisting during the event. • Students assisting during the open event are fully briefed before the event and should include <ul style="list-style-type: none"> ➤ Ensuring access routes are always followed. ➤ Reporting any concerns to staff. • Students that are guides should always work in pairs. • Students are not permitted to take visitors to unauthorized areas. • Specific emergency procedures for the event are put in place where required. 		
2.	Safety of Staff, Students and Visitors: Breach of security, theft, damage to property, Assault to staff & students.	<ul style="list-style-type: none"> • Access to the school site is suitably controlled to prevent unauthorized access. • Visitors greeting staff and/or students. 	Low	X

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
	<ul style="list-style-type: none"> • All members of staff must wear identification lanyards. • All students assisting at the event will wear school uniform/Sixth Form dress. • Any visitors that enter unauthorized areas should be escorted back to the public space by a member of staff. • Students should not follow visitors into unauthorized areas and should report to a member of staff. • All student helpers must be part of a controlled activity and cannot walk around the site. • Students are not allowed to leave the school site without the consent of the staff member responsible for the event. • Only students that are guides and event helpers are allowed within the school premises for that event. • All staff are briefed on the procedure for approaching unauthorized visitors, asking them to leave and how to request assistance or call the police if required. • Lone working: staff should not work in areas away from the main event or away from colleagues for an extended period. 		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
3.	Emergency lighting; fire escape. firefighting precautions and equipment:	<ul style="list-style-type: none"> • Emergency lighting is adequate to light the emergency exit routes. • Emergency lighting is maintained and tested periodically. • The fire alarm and detection system is suitably maintained and tested. • All fire escape doors are unlocked, unobstructed and not reduced in width. • Fire extinguishers are undamaged and sited on wall brackets/stands. • The emergency procedure is in place and made known to all organising staff and students. • Areas are kept clear of combustible materials. • Emergency escape routes are clearly signed, and evacuation plans are displayed in public areas of the building. • Where areas of the building are restricted or closed off, alternative escape routes are in place and displayed. • Processes are in place to identify any visitor who requires assistance during evacuation and discuss appropriate arrangements to assist them should they be required to leave the building. • The fire risk assessment is reviewed to ensure occupancy capacities are not exceeded. 	Low	X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> External lighting is in place in relevant areas where visitors will be taken. 		
4.	Electrical systems: Fire, electric shock and/or burns; possible fatality	<ul style="list-style-type: none"> Fixed wiring is tested on a 5-yearly rolling plan. Regular visual inspections are carried out. Stage lighting and control panels are inspected and tested annually. All cables are safely routed including extension leads. Use of cable covers where cables are exposed. Portable appliances testing is completed where required. 	Low	X
5.	Pedestrian/ vehicle segregation	<ul style="list-style-type: none"> Separate traffic and pedestrian routes are provided Pedestrian routes are clearly identified by the presence of a raised pavement or by clear markings on the road. Traffic routes are clearly indicated. Barriers are in place to segregate road/car park and pedestrian routes. Nominated trained staff or representatives are present at peak traffic times to manage the car park space and advise visitors of parking availability/location if necessary. Staff assisting with traffic will wear a high-visibility vest or jacket. 	Low	X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> • Visitors are instructed in advance of the event to park in the Cripps car park or on public roads if the car park becomes full. • There is a one-way system for vehicles entering the crescent at the front of the school. • If the car park cannot accommodate the number of visitors, the car park will be closed alternative parking suggestions will be communicated to visitors. 		
6.	Seating: Risks of slips, trips, falls and inability to escape in an emergency	<ul style="list-style-type: none"> • Maximum numbers for classroom and other areas is considered before the event and the current fire risk assessment is considered. • Seating is arranged to ensure clear isles and access to fire exits is always maintained • Seating is arranged to ensure that the maximum capacity for event areas is not exceeded. • Adequate number of fire exits available. • Adequate number of fire escape routes available and always kept clear. • External lighting is adequate and is switched on when evening events are planned. • Visitor routes are walked prior the event to ensure that evacuation routes are clear, exits are openable and there are no trip hazards. 	Low	X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> Extension leads are not used unless necessary and are routed appropriately to eliminate trip hazards. 		
7.	Infection control (COVID – 19). Overall control of infections, Hygiene and ventilation within the school.	<ul style="list-style-type: none"> Arrangements will be made for people that cannot attend, e.g. people that have COVID-19 symptoms, etc. Tables/presentation stations are spaced apart as much as possible to reduce spread of infection. Numbers of presenters/stations are limited to ensure adequate spacing between them. The concourse has adequate ventilation. Classrooms have adequate ventilation. Mechanical ventilation systems ventilation rate are increased. Hand washing sinks are located within each toilet provision. Additional cleaning arrangements are in place post event. 	Low	X

Note:

Following assessment if no further actions are assessed to be required, please mark an **X** in the “Further Actions” box. If, however additional controls or actions are assessed to be required please place a **√** in the box and note the action in the action plan.

ACTION PLAN (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.

