


GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR: PRODUCTIONS, CONCERTS AND OPEN EVENINGS

PART 1 : ADMINISTRATIVE DETAILS


Section/Establishment Name: **Charlesworth Primary School**

Date of Assessment	23.09.20	Date of Issue	23.09.20
Assessment carried out by	Neil Flint	Signature	

Reviews				
Review Date	Reviewed by	Date	Changes Made	
			Y	N

Affected persons: Young People/Clients Staff Visitors Contractor Others (specify)

Name of Manager confirming and agreeing Assessment: NEIL FLINT (HEADTEACHER)

Signature: 

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

RISK ASSESSMENT

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

Print Name	Signature	Date	Print Name	Signature	Date
B Howard					
K Barton					
J Streeter					
R Horner					
E Hampson					
H James					
C Brennan					
J Rayson					
J Davies					
M Medeley					
K Collier					
S Woodworth	<i>Absent due to ill health</i>				
C Kinnersley					
P. Denton	<i>Absent due to ill health</i>				

RISK ASSESSMENT

What are the hazards?	Generic Control Measures	✓ X	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Floor condition	Premises are all maintained and a hazard reporting system for reporting obvious defects likely to cause slips and trips are in place.	✓	HT	➤ See also FOCS RA for Performances/Discos/Fairs		
	Areas to be used by visitors are inspected by the event organiser before the event begins to ensure that conditions are satisfactory	✓	Staff FOCS			
	Organiser will ensure control measures on slips, trips and falls Risk Assessment are followed.	✓	Staff FOCS			
Fire	Fire Risk Assessment is reviewed to ensure fire risks from the performance are suitably controlled.	✓	HT	➤ NB For many of these items, HT needs to ensure that they are covered in the FOCS RA		
	Fire Exits are not blocked by seats, curtains or parts of stage / set.	✓	HT			
	Appropriate fire extinguishers are in place and readily available.	✓	HT			
	A specific risk assessment has been carried out for the premise which includes procedures for mass evacuation of persons who may not be familiar with the premises.	✓	HT			
	Appropriate marshals who have received appropriate instruction and if necessary training are provided.	✓	HT			
	Marshalls are easily identified and provided with necessary equipment (eg. torches, whistles etc).	✓	HT			
	Prior to the commencement of the production or open evening a safety and evacuation briefing is given to the audience.	✓	HT			
	Special consideration will be given to people with disabilities, for example those with mobility problems.	✓	HT			
	A Public Entertainment Licence is in place for any performance given to the general public who may pay at the door rather than invited parents and family, or a charge is made other than to cover costs (i.e. make a profit).	✓	HT			
Crushing, jostling or trampling under foot	The number of persons within a hall area is appropriate to its size, shape and the layout/type of exits (covered in the fire risk assessment).	✓	HT	➤		

	If a public entertainments license is in place then the number of persons specified in the license will not be exceeded.	✓	HT			
What are the hazards?	Generic Control Measures	✓ X	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Crushing, jostling or trampling under foot (..Cont.)	If no license is in place the establishment will specify the maximum number of persons allowed into the venue. To determine this establishment will set out the stage with proper access. 3 rows of chairs will then be set out with aisles leading to the exits in place (aisles must be able to accommodate at least 2 adults side by side and rows must have sufficient space between them to allow people to move between them). The number of chairs in each row and the number of rows which can be accommodated can then be calculated, taking into account any aisles across the width of the hall. This will be the number of people which can be allowed in.	✓	HT	➤ Centralised location of exit doors in hall may mean that layout of chairs need adjusting but additional exits will be used for children/performers to reduce the congestion		
	Chairs will be secured together to ensure walkways do not become blocked by loose chairs.	✓	HT			
Collapse of child size chairs	Only seating suitable for adults is used for adult seating.	✓	HT	➤ School holds sufficient adult chairs for demand on each site		
	Guidance Notes to achieve this may include: <ul style="list-style-type: none"> Borrowing suitable chairs from local junior/secondary schools or other venues such as church/village halls Hiring in appropriate seating for the production Using an alternative safe and suitable venue (with appropriate seating) to stage the production. 	✓	HT			
	All chairs are visually checked prior to use and any found with faults are removed or repaired.	✓	Staff FOCS			
Electrical Faults	All portable appliances and fixed equipment are tested for electrical safety in accordance with the Electricity at Work Regulations.	✓	HT	➤		
	All electrical points/equipment will not be overloaded and will also be visually inspected prior to use/each performance (faulty and damaged equipment is not used and appropriately disposed of).	✓	HT			
	Residual Current devices (RCD's) are used where the building does not have full RCD protection.	✓	N/A			

What are the hazards?	Generic Control Measures	✓ X	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Collapse of Scenery	All scenery will be properly constructed and fastened together by a competent person to ensure its structural strength.	✓	HT	➤		
	All scenery will be adequately secured to ensure its stability	✓	HT			
Work at Height	All work at height will be carried out in accordance with work at height Risk Assessment	✓	HT	➤		
Stage Lighting	All stage lighting will be rigged and altered in accordance with stage lighting generic risk assessment.	✓	N/A	➤		