



North

Yorkshire County Council

Children and Young People's Service

SCHOOL EVENTS POLICY

Thirsk Community Primary School

General Statement

Thirsk Community Primary School **recognizes** that it has responsibilities to ensure the health safety and welfare of it's students, staff, visitors and contractors with regards to school organised events. For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them. Any questions regarding the operation of this policy should be addressed to the Headteacher

Definition

For the purposes of this policy, a school event is an event either outside normal school hours or off school premises that is organised either by staff and or students, PTA or Governors of the school, for the purposes of fund raising or the entertainment of staff, students and members of the public.

Legal Position

Our duty to both assess and control any risks is governed by the **Health and Safety at Work Act 1974** (HSWA). S.2 requires us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees. Similar duties are owed to other workers, such as agency temps under S.3 of the HSWA. This will be achieved by carrying out risk assessments in accordance with the **Management of Health and Safety at Work Regulations 1999** (as amended). Section 3 Section 4 (HSWA) **Fire Regulations** and the **First Aid at work Act**. Local Government requirements such as **A a Premises Licence** or **Temporary Entertainments Licence** and, if applicable, an **Alcohol Licence**.

Risk Assessment

Our risk assessments will cover all work currently undertaken (or proposed), where the risk may be increased by the work activity itself. Once all work activities have been identified, the following factors will be considered:

- **Risk of Violence:**

All jobs will be assessed for a risk of verbal threats or violence. The priority will be those involving face-to-face dealings with members of the public and/or cash handling. Cash procedures will be risk assessed and decided before the event to ensure security and safety with regards to storing and transport of monies.

- **Plant and Equipment:**

The school will ensure all equipment is safe by means of regular inspection and testing and recording of tests before use, ie Portable Appliance Testing. Tools are only to be used by competent persons or individuals under the supervision of competent persons.

- **Work at Height:**

If work at height is involved, both the work and the means of access will be assessed. Working at height will only be undertaken by competent persons.

- **Chemicals:**

Any existing or planned use of chemicals will be considered with regards to their suitability for use with appropriate risk assessment and accessible data sheets.

- **Manual Handling**

The school will ensure the safe handling, storage and transport of goods and materials by means of risk assessments either produced on campus or received from contracted parties.

- **Access and Egress:**

Adequate lighting will be provided. Weather conditions will be assessed before the event to decide if the event should continue or if safe access and egress can be maintained. Appropriate separation of vehicles and pedestrians will be arranged along with the safe collection of pupils after events.

The school will provide effective emergency egress by identifying effective means of escape and signing exits.

The school will provide effective emergency lighting for function areas and escape routes.

Events will be assessed to ensure the numbers of visitors is appropriate with regards to the venue's occupancy capacity.

The school's main hall maximum capacity has been assessed by the school and limited to 250 persons seated.

- **Waste Management**

The school will ensure the effective management of waste produced at events, either on campus or at an external venue. This will include planning and monitoring so as not to produce hazards associated with fire, pests (vermin), environmental damage, or dangers associated to trips, slips and falls.

Welfare

- The school will ensure the provision of appropriate heating and lighting.
- The school will ensure that there is appropriate toilet and sanitary provision.
- The school will ensure appropriate and effective First Aid Provision.
- The school will ensure the provision of appropriate site security.

Control Measures

In order to manage the risks identified, we have introduced the following control measures:

- **Communication:**

An initial meeting will be held between the event organiser (or premises owner if the event is off school premises) and senior staff of the school to plan the event. This will be to ensure the satisfaction of the school's senior management team and the school's Health and Safety Co-ordinator/Site Manager before the event. Appropriate time will be allowed to fully risk assess the event. The event organiser and third parties associated with the event will be required to be familiar with and comply with the school's event policy. A date will be arranged for a pre-event meeting allowing enough time to implement any required changes to the event and to ensure that all the policies requirements are met before the event can proceed.

All event organisers and associated third parties/contractors will be required to provide their own risk assessment and method statement for their proposed event, along with evidence of any required insurances, qualifications, certification, or equipment inspection and testing schedules. (Copies of which may be retained by the school). All contractors will be required to have five million pounds of public liability cover.

Communication will be maintained between all duty staff by means of their location and the use of two way radios and/ or mobile phones. These will be given to key duty staff to ensure communication between colleagues and the event controller to maintain support and ready access to first aid and emergency services. Control will be through the schools reception or nominated control centre or person if the event is not on school premises.

The school will assess the event and decide whether the local emergency services need to be made aware of the event.

Audiences and event visitors will be advised of relevant health, safety and welfare procedures as are appropriate to the event, i.e. a public address system/ information or literature sent before the event or given on entry to the event.

- **First Aid:**

Each event will be assessed to decide the appropriate number of trained support staff and their roles depending on the event type and location.

For those working on our premises, first aid kits can be found at the following nearby locations **The meeting room, Nursery, EMS area, kitchen and portable kits for outdoor trips.** If the event is held off school premises venue first aid provision will be assessed and implemented. If required extra provision will be provided after the completion of a specific risk assessment. Those staff working off-site will be provided with a personal first-aid kit. It is the responsibility of each individual to ensure that it remains adequately stocked. Replacement contents can be obtained from the school office.

- **Emergency Procedures:**

Each event will be assessed to decide the appropriate number of suitably trained support staff and their roles depending on the event type and location.

In the event of an emergency, staff will contact the site event controller or emergency services, either by verbal means or by use of the telephone, mobile phone, two-way radio systems as provided and deemed appropriate for the event.

The event controller will declare the time of **stand down** for all event support staff, to ensure that cover is maintained until the event has finished.

Training and Instruction

The school will ensure, where necessary, that all staff will be fully instructed/trained in the safe working practices to be adopted in order to carry out their tasks safely. This will apply to employees and other workers where applicable, such as pupils, agency staff and contractors.

Line Managers

The school will ensure it is the responsibility of individual line managers to monitor the tasks being carried out by their staff and pupils. In particular, they are responsible for ensuring that the procedures set out in this policy and the associated risk assessments are strictly adhered to. If the nature of the tasks change in any way, the manager must ensure that a new risk assessment is carried out. They will also ensure that staff are informed of any changes and will implement the changes ensuring good working practices and safe systems of work.

Staff Duties

All staff are expected to co-operate fully with any instructions given by their managers. They are also expected to follow the Company's safe systems of work and any associated procedures. Failure to do so may be a disciplinary offence.

User Group.....

Group Leader.....

Signature..... Date 17/11/16

Review Date 17/11/17

Headteacher Signature.....

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The undersigned have read and agreed to comply with this policy. Pg 1 of 2

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