

LETTINGS RISK ASSESSMENT FORM



1. What is being assessed?

Event Name:

Date:

Venues booked:

Numbers involved:

Supervision levels:

2. What sort of harm can you foresee from this situation/activity?

3. Which participants may be harmed?

The hirer

Individual member/student of activity

Hirers' employees

Group of members/students of activity

Hirer's volunteers

Members of the public

School staff

4. Is there any heightened risk to:

New or expectant mothers?

Unsupervised children?

Anyone with a specific disability or medical condition?

5. What other factors may contribute to the likelihood of any harm occurring?

6. What precautions or procedures are currently in place which will make the harm less likely to happen?

The Wren School evacuation procedure will be given to organisers; they must pass this information onto their participants/visitors/audience.

Flashes of any kind must be explained to the audience in advance by the hirers.

First Aiders, if required, must be provided by the hirer.

7a). Do you assess these measures as being adequate?

YES

NO

7b). If 'NO' what additional measures are necessary?

Action required	By Whom	By When

8. **FOR SCHOOL USE ONLY:** Risk Assessment Statement – Please tick ONE box only

This activity/event can go ahead with no additional action

This activity/event can go ahead, but the additional action identified in 7b) above must be undertaken within the timescales given.

This activity/event is not to go ahead unless the additional action identified in 7b) above is in place.

Name of School Assessor:

Signature:

Date: