

Lettings and community use of school facilities risk assessment

Meldreth Primary School

Assessment conducted by: Sasha Howard	Job title: Headteacher	Covered by this assessment: Lettings and community school use
Date of assessment: January 2022	Review interval: January 2023	Date of next review: January 2023

Related documents

Health and Safety Policy, Child Protection and Safeguarding Policy, Lone Worker Policy, Manual Handling Policy, Fire Safety Policy, Fire Safety Risk Assessment, Coronavirus (COVID-19): Risk Assessment for Schools

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures		<ul style="list-style-type: none"> • The governing board ensures that all community use of school facilities occurs in line with the following school policies and documents: <ul style="list-style-type: none"> - Health and Safety Policy - Child Protection and Safeguarding Policy - Lone Working Policy - Manual Handling Policy - Fire Safety Policy - Fire Safety Risk Assessment • The Caretaker and Headteacher ensures that specific risk assessments are conducted with regard to high-risk activities. • The Headteacher reviews this risk assessment in line with any new concerns that arise over community use of school facilities. 	Y	Headteacher	Ongoing	M
Letting school premises for community use		<ul style="list-style-type: none"> • The governing board identifies areas of the school appropriate for letting for community use, and ensures other areas are appropriately cordoned off or signposted as areas that must not be entered by those letting areas of the premises. • Select areas of the school are available for letting between 4:00pm and 10:00pm from Monday to Friday, and from 12:00pm to 5:00pm on Saturday, Sunday and weekdays during school holidays. • The governing board ensures that lettings information, including the times and areas for let and information on how to enquire, is publicised throughout the community. 	Y	Governing Board	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The governing board ensures that all instances of letting school facilities for community use are consistent with the school's ethos and values and do not come into conflict with the school's educational aims or provision. The governing board ensures that letting is open to all members of the community equally, and the school will not discriminate against anyone by virtue of their protected characteristics. The governing board ensures that every hirer of the school premises provides the details of the activities that will take place. Letting forms are checked by the governing board to ensure that the type of activities the hirer proposes to conduct are in line with the school's licence agreement. Letting will only commence once the proposed activity is approved by both the governing board and the headteacher. The Finance Manager ensures that letting terms and conditions are clearly outlined to the hirer of the premises. The Finance Manager maintains records regarding letting the school premises, including booking forms and any additional information. The hirer provides evidence that they have adequate insurance in respect of their intended use of the premises and public liability. 				
Premises security		<ul style="list-style-type: none"> School Security is enforced by the site manager and headteacher at all times. 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. 	Y	Headteacher/Caretaker	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • 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. • Under no circumstances is the locking up of the school delegated to a hirer of the premises or member of the community. • 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. • Where a trespasser is believed to pose a risk to individuals within the school, they are not challenged and the police are called. • Alarm codes for school security systems are kept confidential and only shared on a need-to-know basis. • 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. • Outside of school hours, the Caretaker ensures that rooms other than those required for community use are locked. • The Headteacher ensures the Lone Working Policy is adhered to with regard to supervision of community use of school premises outside of school hours. 				
Health and safety		<ul style="list-style-type: none"> • The school's Health and Safety Policy is adhered to at all times. • 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. 	Y	Headteacher/Caretaker	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Specific risk assessments are undertaken for community use involving high-risk activities, e.g. gymnastics classes. • 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. • The Headteacher ensures that there is always a member of school staff present in areas in use by members of the community. • The Headteacher confirms with hirers of the school premises that statutory health and safety ratios are met for their activities. • The Caretaker ensures that areas of the school or school equipment that are not appropriate for community use are kept stored away or are clearly marked as not for use. • 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. • The Caretaker holds overall responsibility for ensuring that the permitted number of community users of school facilities is not exceeded. • First aid kits are available near school facilities open for public use. • 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. • The Caretaker ensures all hazards are removed or clearly marked in areas of the school used by members of the community. 				

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Safeguarding		<ul style="list-style-type: none"> The Child Protection and Safeguarding Policy is adhered to at all times. The DSL approves that any hirers of the school premises have adequate safeguarding policies and procedures and have conducted all necessary safeguarding checks, including DBS checks on staff and volunteers, for all activities involving children. The Headteacher ensures, as far as possible, that separate toilets and changing facilities are available for use by members of the public and pupils during the school day. The Headteacher ensures that no community events involving alcohol take place on the school premises during school hours. The Caretaker ensures that members of the community remain aware that they are on school premises, and, therefore, are expected to behave appropriately and respectfully, e.g. by displaying signage. The school reserves the right to refuse access to the premises, or remove a member of the community from the premises, e.g. they are causing disruption or where there is reason to believe they have intent to cause harm to children. 	Y	Headteacher	Ongoing	M
Fire safety		<ul style="list-style-type: none"> The school's Fire Safety Policy and Fire Safety Risk Assessment is implemented in areas used by members of the community. All hirers of the school premises are provided with a copy of the school's fire safety and evacuation procedures. Appropriate signage is displayed throughout areas of the premises in use by members of the community to direct them to the appropriate fire exits and inform them of evacuation procedures. 	Y	Headteacher	Ongoing	M

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		<ul style="list-style-type: none"> Emergency equipment, e.g. fire extinguishers, are present and serviced as per statutory requirements. Members of the community are reminded that smoking is prohibited on the school premises. 				
School equipment and sports facilities		<ul style="list-style-type: none"> The Headteacher ascertains what equipment in the school is available for use by members of the community, e.g. gym equipment. High-risk equipment that could cause injury if used by an individual without the requisite skills and knowledge to do so, e.g. certain science equipment, 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. The Caretaker ensures that all school equipment made available for use by the community is safe to use and in good working order. The Caretaker maintains a register of school equipment used by community organisations or individuals, making a note of any high-risk equipment in use and any equipment that leaves the school premises for any reason. 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. 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. 	Y	Headteacher	Ongoing	M
Community use of school facilities open to the public		<ul style="list-style-type: none"> School facilities for community use are open to the public between the hours of 8:00am and 5:30pm on weekdays and weekends. 	Y	Headteacher	Ongoing	M

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		<ul style="list-style-type: none"> The governing board ensures there is a suitable reception area maintained and appropriately staffed through which members of the public can enter when using school facilities that are open to the public. Administrative staff ensure that a register is kept of members of the public who access school facilities and the timeframe during which they are on the premises. The Headteacher ensures that appropriate timetables are implemented that allow members of the public to access school facilities that are open to the public in such a way that does not negatively impact pupils' abilities to access these facilities. The governing board and Caretaker ensure that there are as few opportunities for contact between adult members of the community and pupils within the premises during school hours as possible, e.g. by establishing routes in and out of the premises for members of the community that are sufficiently separated from areas inhabited by pupils. The governing board ensures that the education of pupils is prioritised at all times with regard to use of school facilities. Specific risk assessments are conducted in relation to particular equipment or areas of the school open to members of the public that may cause injury. 				
Coronavirus (COVID-19)						
Infection control		<ul style="list-style-type: none"> Members of the community are informed, either upon hiring of the school premises or through signage outside the school, that they must not enter the school if they are displaying symptoms of coronavirus (COVID-19). The school conducts specific risk assessments for community activities that could potentially facilitate transmission of coronavirus. 	Y	Headteacher	Ongoing	M

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		<ul style="list-style-type: none"> • The Headteacher decides whether it is appropriate to implement NHS QR codes in areas that are open for use by the public. • The Headteacher and governing board keep up-to-date with local and national guidance on coronavirus , and review this risk assessment regularly. • The Headteacher is prepared to implement contingency measures with regard to community use of the school premises upon direction from a director of public health. • Members of the community are encouraged to wear face coverings in communal or crowded areas of the school premises. • Hand sanitiser is readily available throughout areas of the school premises available for community use, and members of the community are encouraged to use this regularly through displayed signage. • The Caretaker ensures that appropriate ventilation is in place throughout areas used by members of the community. • Where possible, members of the public are kept separated from the rest of the school during school hours to limit potential transmission to pupils and staff. • The Caretaker ensures that frequently-touched surfaces are regularly cleaned. 				