

## Appendix 3



# Risk Assessment School Facilities - Lettings

<b>Location:</b> Oldbury Academy, Pound Road, Oldbury, B68 8NE	<b>Type of assessment:</b> Risk Assessment of the Sports Facilities for Hire Purposes	<b>Date of assessment:</b>
<b>Background:</b> The Sports Facilities are hired out in line with the Oldbury Academy School Hire of Premises Policy. Hiring of the Sports Facilities is overseen by the Community Manager who will liaise with the hirer when the booking is made, he will make hirers aware of any health & safety issues, such as fire evacuation procedures. Any concerns should be raised at the earliest opportunity with the Community Manager or Staff on duty.		

<b>Identifying Significant Hazards (Assessing the Risk)</b>	<b>Low - High (Rating the Risk)</b>	<b>Control Measures (Reducing the Risk)</b>	<b>Persons Responsible</b>
<b>General</b>  <b>Those affected:</b> Hirers, facility users, gym staff, school staff & pupils.  Trampolines in sports hall  Damage to school equipment or building.	Low   Low  Medium  Low	Only the areas of the school agreed in the letting arrangement should be used by the hirer. Hirers should not access any restricted areas. If school equipment is damaged or hirers notice damage to the facilities, they are using they should report this to the Community Manager/Duty Staff at the earliest opportunity. The trampoline area of the sports hall is not part of the letting arrangement so users should not be in this area unless specific consent has been given. Hirers and facility users should not move or interfere with the trampolines, nor should they place items on the trampoline for storage. Nobody should be in this designated area of the school. Any damage or hazards causing a health and safety concern should be brought to the immediate attention of the Community Manager/Duty Staff. The Community Manager should report damage to the relevant school staff at the earliest opportunity. The Community Manager/Duty Staff should cease activities if there are health & safety concerns brought to his attention that could cause injury to any person.	Hirer / OA Duty Staff.  Hirer  Hirer  Hirer  Community Staff

Hirers Equipment	Low	Any equipment brought into school for the purpose of the letting must be removed immediately afterwards, unless express permission has been granted by the school to retain it onsite. Oldbury Academy will not accept any liability for any damages to equipment brought into school.	Manager / Duty Staff
Flammable or toxic materials or substances.	Low	Hirers should be aware of health & safety requirements, such as electrical overload, if electrical items are used. Any products of a flammable or toxic nature should not be brought into the school.	Hirer / Community Manager/ Head Teacher
Car Park	Low	Car parking facilities are available free of charge. Parking is at owner's risk. CCTV and external lighting is fitted in numerous locations around the school.	Hirer
	Low	Vehicles parked in the Gym car park (accessed from the Wolverhampton Road) should not cause an obstruction for emergency vehicles.	Hirer
	Low	Vehicles should be reverse parked only Signage is in place at various points on the car park/ vehicular access routes, indicating there is a 5mph speed limit and alerting drivers to the possibility of pedestrians also using those routes.	Hirer/facility users
<b>Injury / First Aid</b>	Low	It is the responsibility of the hirer to ensure that appropriate first aid arrangements are in place for their users.	Hirer
<b>Those affected:</b> Hirers, facility users	Low	Hirers should ensure they have their own first aid kit available, but there is a First Aid Box located in the Gym for emergencies. If any party is injured as a result of an accident relating to our premises, facilities or equipment, the hirer should notify the Community Manager/Duty Staff at the earliest opportunity. A health & safety incident form should be completed by the duty staff in this situation and passed to the School Operations Manager without delay.	Duty Staff Hirer Duty Staff
<b>Fire</b>	Low	For each new letting arrangement the Community Manager will explain the fire procedure and show hirers the emergency escape routes. In the event of a fire the alarm should be raised via the nearest call point. If a fire is identified the fire service should be called immediately. Mobile phones should be carried in case land lines are not accessible. Hirers should have their own emergency plan in place to ensure all users are escorted out of the building and accounted for. Hirers should keep a register of users. All users should go to the assembly point as identified by the Community Manager/Duty Staff on the Gym Car Park / Lower field depending on location.	Community Manager Hirer / Health & Duty Staff Hirer

<p>Fire identified</p> <p>Fire alarm sounding</p> <p>Blocked fire doors</p> <p>Smoking</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>Hirers should account for their staff and users and accountability concerns should be raised with the Duty Staff asap.</p> <p>The Gym Staff will manage the emergency arrangements and call the emergency services if required. Gym staff will liaise with the site staff / fire service as necessary. No one can return to the building until the all clear is given. The Fire Service will advise the staff on duty when/if it is appropriate to return to the building.</p> <p><b>Hirers should ensure that fire exists are kept clear during all activities</b></p> <p>The school operates a NO SMOKING policy on the <b>whole school site</b>. The Sports Facility has smoke detection at various locations around the building.</p>	<p>Hirer/facility Users/Duty Staff</p> <p>Hirer / Duty Staff</p> <p>Hirer/facility users</p>
<p><b>Site Security</b></p> <p><b>Those affected:</b></p> <p>Hirers, facility users, Gym Staff</p> <p>Unauthorised people on site</p> <p>Assess to restricted areas</p> <p>Violence &amp; Aggression</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>Hirers should ensure they have the means to summon assistance close to hand and/or a mobile phone. There is a land line located in the Gym Office.</p> <p>Only areas agreed in the letting agreement will be left unlocked. All other external doors / windows will remain closed to prevent unauthorised access (fire escape routes/exits should not be locked).</p> <p>Gym Staff will monitor the area throughout the open period and check the building is clear at the end of the event. The facilities management company will lock up the building at the end of the session.</p> <p>Any act of violence, physical aggression or verbal abuse against our staff is unacceptable and the school operates a Zero Tolerance Policy to such actions. Any facility user who is abusive to our staff will be asked to leave the premises immediately; hirers should make users aware of this policy.</p>	<p>Hirer</p> <p>Hirer/ Duty Staff</p> <p>Site / Duty Staff</p> <p>Hirer/facility Users /Duty Staff / Hirer</p>
<p><b>Activities</b></p> <p><b>Those affected:</b></p> <p>Hirers, facility users</p>	<p>Low</p>	<p>An adult who is appropriately qualified (in line with national governing body requirements) to teach &amp; supervise the activities should be in charge throughout the period of hire.</p> <p>Hirers are responsible for completing risk assessments for their activities and for their own liability insurance.</p> <p>The Hirers and facility users will be responsible for putting away any school equipment they use, such as gym mats, in the delegated places at the end of a session. Duty staff can assist with this if help is required.</p>	<p>Hirer</p> <p>Hirer</p> <p>Hirer / facility users</p>

<p><b>Shower / Changing Rooms</b></p> <p><b>Those affected:</b> Hirers, facility users, particularly children.</p> <p>Security, child protection, slips.</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>Hirers/facility users are responsible for ensuring valuables are left in a safe &amp; secure place.</p> <p>Damage to facilities or concerns about unauthorised persons should be reported to the Duty Staff immediately.</p> <p>If showers are used care should be taken when walking around the changing rooms, children should be advised not to run around.</p> <p>Supervision of changing facilities is the responsibility of the Hirer.</p> <p>Children should be supervised at all times in the changing rooms and child protection issues, including DBS clearance where applicable, is the responsibility of the Hirer.</p> <p>Only the community changing rooms can be used by facility users, the changing rooms/showers at "Sam's Gym" are only available for Gym Members over 16yrs of age.</p>	<p>Hirer</p> <p>Hirer / Duty Staff</p> <p>Hirer</p> <p>Hirer</p> <p>Hirer / Duty Staff</p>
<p><b>Power Cut</b></p> <p><b>Those affected:</b> Hirers, facility users, Gym Staff, Gym Members</p>	<p>Low</p>	<p>All fire doors on the electronic security control system will immediately release.</p> <p>There is emergency lighting in all areas of the Sports Block.</p> <p>The alarm system has a battery backup so you would still be able to raise the alarm using the nearest call point.</p> <p>There may be system noises (e.g. panel alarm, beeping etc) for the duration of the power cut which identifies that a power cut is in progress.</p> <p>The sprinkler system does not have a generator back up so it will not be in service for the duration of the power cut.</p> <p>The fire alarm system will automatically reset itself when the power comes back on.</p>	<p>Site Manager / Duty Staff</p>
<p>Completed: School Operations Officer / Community Manager</p>	<p>Review Date: Annually or as required</p>		<p>I confirm that this risk assessment has been shared with those using the premises and who would be affected by any hazard.</p>
<p>Signed:</p>			<p>I confirm that this risk assessment has been shared with those using the premises and who would be affected by any hazard.</p>