

Assessment Title: <h2 style="text-align: center; margin: 0;">West Leeds Activity Centre – Main Hall</h2>	Ref No: <h1 style="text-align: center; margin: 0;">Spw 02</h1>
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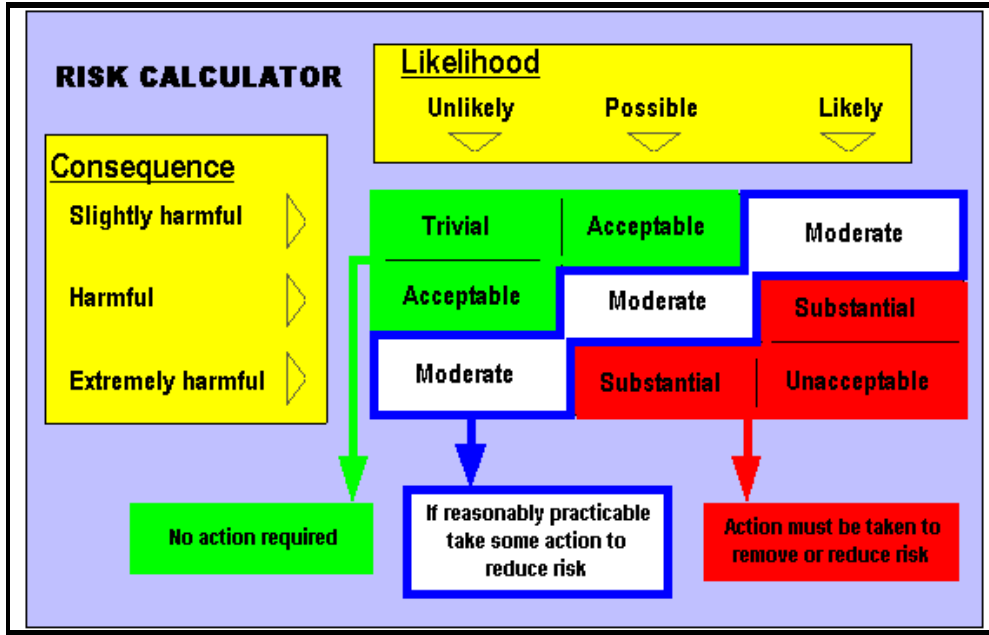
School Name: <h2 style="text-align: center; margin: 0;">West Leeds Activity Centre</h2>	School Address: Lenhurst Ave Leeds LS12 2RE
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Date Assessment Undertaken: 06/11/19	Name of Assessor (print): Sue Harrison	Assessors Signature: S. Harrison	Assessment Review Date: 06/11/20
Centre Manager (print): Vince Foster	Centre Manager Signature: V. Foster		

Main Legislation and/or Information Source:	<ul style="list-style-type: none"> - Health & Safety at Work Act 1974 - Management of Health & Safety at Work Regulations 1999 - Provision & Use of Work Equipment Regulations 1998 - Control of Substances Hazardous to Health Regulations 2002 (as amended)
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Guidance:

- The aim of this risk assessment is to provide general information on the type of hazards employees and/or pupils as well as others who may be involved are exposed to. It is likely this assessment will need to be amended to reflect your specific circumstances
- If you amend this sample risk assessment you must re evaluate the risk ratings in line with your amendments.
- If you do not amend the risk assessment you are agreeing that you will apply all the control measures that are identified
- **IF AFTER FOLLOWING IMPLEMENTATION OF ALL CONTROL MEASURES THE RISK RATING IS STILL SUBSTANTIAL OR ABOVE CONTACT THE HEALTH, SAFETY& WELLBEING TEAM.**



Sample Risk Assessment for Childrens Services

Hazard Observed	Who may be harmed?	Risk rating before controls Consequence x Likelihood =	Control Measures	Risk rating after controls Consequence x Likelihood =	Control measures by: Initial
Main Hall					
Fire	All	Substantial	<ul style="list-style-type: none"> • Use only tested electrical equipment • Not to take in any flammable liquids • No Smoking at any time • Mobile phone chargers checked by caretaker • No cable left to be stood on or have furniture on 	Acceptable	Supervising staff
Main Hall Occupied					
- Falls, Trips	Young people and staff	Substantial	<ul style="list-style-type: none"> • Acceptable behaviour contracts to be made • No Running or dancing with Furniture in the Hall • All Cables to be secured and covered • Bags and coats to be hung up • No cups or food in the hall • Spills to be cleaned up immediately • Spill notice to be deployed • Supervision of Young people 	Acceptable	Supervisors
- Falls, Trips	Customers	Substantial	<ul style="list-style-type: none"> • Acceptable behaviour contracts to be made • No Running or dancing with Furniture in the Hall • All Cables to be secured and covered • Bags and coats to be hung up • No cups or food in the hall • Spills to be cleaned up immediately • Spill notice to be deployed • Supervision of Young people • Any Alcohol on premises a supervisor must be employed 	Acceptable	Supervisors
- Harm from equipment or furniture		Moderate	<ul style="list-style-type: none"> • Only WLAC or approved Furniture allowed in Hall • No electric motors or electrical equipment • No fitness equipment without prior approval • Damaged furniture to be removed or reported immediately to caretaker 	Acceptable	Supervisors
- Evacuation People being harmed while escaping building	All	Moderate	<ul style="list-style-type: none"> • A warning of the Alarm sound at 8:30 each Monday morning should be made • Contract of behaviour should include how to act if there is an alarm 	Acceptable	Supervisors

Sample Risk Assessment for Childrens Services

- Electric Shock	All	Substantial	<ul style="list-style-type: none"> • All electrical equipment to have PAT Test lable in date • All equipment to be used responsibly • All cables to be taped to the floor • All equipment to be inspected before use • Only WLAC or approved electrical equipment to be used • No liquids near electrical equipment • DJ to sign risk assessment indicating all above complied with • No out of date or 240 volt xmas lights 	Acceptable	Supervisors
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SCHOOL/CENTRE IDENTIFIED RISKS: -

Hazard Observed	Who may be harmed?	Risk rating before controls Consequence x Likelihood =	Control Measures	Risk rating after controls Consequence x Likelihood =	Control measures by: Initial

<p>Please ensure the following people have been informed of the risk assessment by the most appropriate means:</p>	<table style="width: 100%; text-align: center;"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Adults on visit</td> <td>Head Teacher</td> <td>Governors</td> <td>Parents</td> <td>Pupils</td> <td>EVC</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adults on visit	Head Teacher	Governors	Parents	Pupils	EVC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
Adults on visit	Head Teacher	Governors	Parents	Pupils	EVC								
<p>Have employees been instructed to report newly identified hazards at post visit meeting?</p>	<table style="width: 100%; text-align: center;"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No	<p>Details of newly identified hazards.</p>							
<input type="checkbox"/>	<input type="checkbox"/>												
Yes	No												