



Task/Activity	Parents Evenings In the Great Hall – Entrance via Reception							Issue Date:	07/10/2021
	Merchant Taylors' School								

People Affected:	Employees	✓ Contractor or Agency staff	✓ Public/visitors Client staff	✓ Young persons	✓ Expectant Mother	✓ Other	AREA: Great Hall and Reception	Ref No:	PE01
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1-8		Low Risk		9-16		Medium Risk		17-25		High Risk	
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Ref	Hazard	Safety Risk	Uncontrolled Likelihood x severity = risk			Safe System of work/Control measures	Controlled Likelihood x severity = Risk		
			L	S	R		L	S	R
1	Fire	<u>Major and Minor Injuries including but not limited to;</u> <ul style="list-style-type: none"> <li>Burns/Scalds</li> <li>Open wounds</li> <li>Head and Eye Injuries</li> <li>Asthma attacks</li> <li>Panic - crushing</li> <li>Death</li> <li>Emotional Trauma</li> </ul>	3	5	5	<ul style="list-style-type: none"> <li>All fire exits are to remain clear, free of obstructions and well-signposted.</li> <li>An inspection will be made of the Great Hall and of Reception prior to the event to ensure all firefighting measures such as extinguishers and fire blankets are in place.</li> <li>All fire detection and prevention equipment is within its service date and in working order.</li> <li>Parents, pupils and staff are familiar with the venue and sufficient staff will be present to chaperone parents to the evacuation point if so required.</li> <li>In the event of an alarm sounding, all attendees should make their way out of the buildings via the nearest fire exit and not re-enter until advised to do so.</li> <li>Senior members of staff will identify the location that triggered the alarm by checking the nearest fire control panel and will investigate. A member of staff will be designated to calling the Duty Mobile for out of hours support in this event (07710 426780)</li> <li>In the event of a real fire, the Fire Brigade will be called and attendees should be invited to leave the site if safe to do so.</li> <li>In the event of no fire being found, the alarm should be silenced and reset. The on call Duty Personnel are trained to do this.</li> <li>The School is a no smoking site and there are no reasons for any naked flames to be present during the event.</li> <li>The Layout of the Great Hall for the event will ensure sufficient space for ease of movement between tables and chairs.</li> </ul>	1	5	5
2	Trip hazards	<u>Major and Minor Injuries including but not limited to;</u> <ul style="list-style-type: none"> <li>Bone Fractures</li> <li>Cuts Lacerations</li> <li>Open wounds</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>All communal areas and walkways to remain clear and well lit.</li> <li>Any electrical cables will be appropriately covered where necessary.</li> <li>Visual inspection to be made prior to the event to ensure a safe environment.</li> </ul>	1	3	3

		<ul style="list-style-type: none"> <li>• Head and Eye Injuries</li> <li>• Musculoskeletal injuries</li> <li>• Asthma attacks</li> </ul>							
3	Overcrowding	<p><u>Injuries including but not limited to;</u></p> <ul style="list-style-type: none"> <li>• Head and Eye Injuries</li> <li>• Musculoskeletal injuries</li> <li>• Panic and crushing injuries</li> <li>• Injuries caused by tripping and falls due to pushing</li> <li>• Families becoming separated.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>• Total numbers in attendance is known to be well below our maximum limits for the venue.</li> <li>• This event is not open to the public and invitations to the event have been limited to existing Parents and Pupils in the Upper Sixth Form.</li> <li>• Planning for the event has taken into account the size of the room, the layout required for tables and chairs, and the total number of attendees.</li> </ul>	2	2	4
4	Unfamiliarity with venue	<ul style="list-style-type: none"> <li>• Main hazard arises from lack of knowledge regarding where the exits are.</li> <li>• Panic due to getting lost around school – parents and younger siblings becoming separated.</li> </ul>	2	1	4	<ul style="list-style-type: none"> <li>• The attendees of this event are staff and pupils who are very familiar with all areas of the School.</li> <li>• The parents in attendance are those of our oldest cohort and are therefore also very familiar with the venue.</li> </ul>	1	1	1
5	Injury/illness	<p><u>Injuries including but not limited to;</u></p> <ul style="list-style-type: none"> <li>• Bone Fractures</li> <li>• Cuts Lacerations</li> <li>• Generally feeling unwell</li> <li>• Fainting</li> <li>• Burns/Scalds</li> <li>• Open wounds</li> <li>• Head and Eye Injuries</li> <li>• Musculoskeletal injuries</li> <li>• Asthma attacks</li> <li>• Allergen reactions including anaphylactic shock</li> <li>• Death</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>• Nominated First Aider to call an ambulance if necessary, Duty Personnel to be called on 07710 426780 and requested to meet ambulance and show them in.</li> <li>• All MTS Teaching staff have received basic level of First Aid Training.</li> <li>• Additionally, we have in excess of 60 members of staff trained in EFAW and FAW with valid qualifications, many of whom will be present.</li> </ul>	3	3	9

7	Use of lift	<ul style="list-style-type: none"> <li>Those with mobility problems may not be able to attend the event if lift is not functioning.</li> </ul>	3	1	3	<ul style="list-style-type: none"> <li>We have a fully functioning lift to enable anyone with mobility issues to travel between the Ground Floor and First Floor.</li> </ul>	1	1	1
9	COVID 19	<ul style="list-style-type: none"> <li>Spread of infectious disease</li> <li>Loss of teaching capability in key areas.</li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>Since March 2021, MTS has actively promoted and facilitated the use of Lateral Flow Tests and has encouraged staff and pupils to test twice a week.</li> <li>Staff and pupils are recommended to take a Lateral Flow test on the morning of the event.</li> <li>Parents will be contacted and asked not to attend if they are feeling unwell or have registered a positive Covid test within the previous 10 days.</li> <li>Parents, staff and pupils attending will be asked to wear a face covering while moving around the venue. They may remove them during their consultations if they wish to.</li> <li>Carbon Dioxide Monitors will be in place at either end of the Great Hall and will be regularly monitored. Any readings from 400-700ppm belong in the safe range. Readings of 700-1500ppm requires close observation. Anything above 1500ppm means the acceptable standard of air quality has been breached.</li> <li>Multiple hand sanitising stations will be positioned within Reception and the Great Hall.</li> <li>Windows and External Doors of the Great Hall will be open prior and during the event to maximise flow of fresh air.</li> <li>Recent large scale School events involving external guests have followed these same control measures. Following each event, we have not recorded, or been made aware of, any notable increase in Covid infections.</li> </ul>	1	5	5

**Site Specific Information:**

- The Great Hall has double door fire exits on the side of the building leading directly outside.**
- Additional fire exits are located at the rear of the hall, on both seating levels, which lead down to the table tennis lobby.**
- Fire extinguishers are in place near each fire exit and fire detection equipment is also in place.**
- All fire-fighting and detection equipment is serviced annually.**
- Nominated Fire Wardens and First Aiders will be in attendance.**

**Duty mobile:** 07710 426780

**Monitoring and review:**

- Inspection of venue before each use.
- Ensure all fire exits are operational and clear prior to allowing audience to enter venue.

<b>Risk Assessment continuing improvement action plan</b>					
<b>Ref:</b>	<b>Task/Hazard</b>	<b>Action Required</b> (consider additional PPE, engineering controls and/or training)	<b>Action Date</b>	<b>Action by</b> (name)	<b>Completed by</b> (name)
1					
2					
3					
<b>Note:</b>					
<b>Assessment Date:</b>	7 <sup>th</sup> October 2021	<b>1st Review Date:</b>		<b>2<sup>nd</sup> Review Date:</b>	
<b>Assessor's Name:</b>	Dan Fennell	<b>Assessor's Name:</b>		<b>Assessor's Name:</b>	
<b>Assessor's Signature:</b>	DAF	<b>Assessor's Signature:</b>		<b>Assessor's Signature:</b>	

**Risk = Likelihood x Severity**

**Severity**

	5	10	15	20	25
<b>Likelihood</b>	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5

**Evacuation Information:**

- Move to an assembly area behind the Clock Tower. If the routes to the clock tower are unsafe, then you will be directed to an alternative assembly area on the School Coach Park. This will be announced from the stage and movement will be directed as follows:
- Those positioned towards the front, should leave through the fire exits at the side of the Great Hall.
- Those positioned towards the rear, should leave through the fire exits at the back of the Hall, turn right through the double doors and exit downstairs to the inner quad.