NYES | Health and Safety

EVENTS PROCEDURES

Glusburn Community Primary and Nursery School

General Statement

The Organisation recognises that it has responsibilities to ensure the health safety and welfare of its staff, visitors and contractors with regards to school organised events. For this reason, we have devised a procedure which sets out our approach in both identifying these risks and adequately managing them.

Definition

For the purposes of this procedure, an event is an event either outside normal hours or off premises that is organised either by the organisation, for the purposes of fund raising.

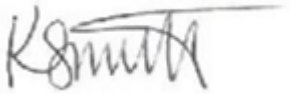
Legal Position

Our duty to both assess and control any risks is governed by the Health and Safety at Work Act 1974 (HSWA). S.2 requires us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees. This will be achieved by carrying out risk assessments in accordance with the Management of Health and Safety at Work Regulations 1999 (as amended). Regulatory Reform (Fire Safety) Order 2005 and the First Aid at Work Act. Local Government requirements such as a Premises Licence and, if applicable, an Alcohol Licence.

Risk Assessment

A suitable and sufficient risk assessment must be completed and implemented in conjunction with this procedure.

All event organisers and associated third parties/contractors will be required to provide their own risk assessment and method statement for their proposed event, along with evidence of any required insurances, qualifications, certification, or equipment inspection and testing schedules. (Copies of which may be retained by the school). All contractors will be required to have five million pounds of public liability cover.

Signed:	
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