

## Risk Assessment – Main Hall

| Hazard(s)           | Preventative action/control measures  | Person Responsible | Level  |
|---------------------|---|--------------------|--------|
| <b>Chairs</b>       | Stacked neatly on one side during session(s).<br>Using chair trolley.   | Teacher in charge  | Medium |
| <b>Equipment</b>    | Stacked neatly and placed securely behind dividers.<br>Used safely e.g. chairs or tables  | Teacher in charge  | Medium |
| <b>Tables</b>       | In any event in case of using the tables it should be moved to and from with trolley one at a time.<br>Returned with a trolley after using.<br>Secured behind dividers.   | Teacher in charge  | Medium |
| <b>Heaters</b>      | Managed via school care taker.  | Teacher in charge  | Medium |
| <b>Plug sockets</b> | Plug sockets must be covered and the school (Manor Park School) should be informed immediately if covers are missing or broken. Under no circumstances children must not touch any electric equipment or devices. | Teacher in charge  | Medium |
| <b>Sport's mats</b> | Stacked neatly on one side during session(s).<br>Returned and secured after using.<br><br>Children and young people must be supervised during each session or at break time.                                      | Teacher in charge  | Medium |
| <b>Stage</b>        | Children are not allowed to go on the stage without any supervision. Children may sit around the stage at their break time with their teacher supervision.  | Teacher in charge  | Medium |
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