

Risk Assessment – Main Hall

Hazard(s)	Preventative action/control measures	Person Responsible	Level
Chairs	Stacked neatly on one side during session(s). Using chair trolley.	Teacher in charge	Medium
Equipment	Stacked neatly and placed securely behind dividers. Used safely e.g. chairs or tables	Teacher in charge	Medium
Tables	In any event in case of using the tables it should be moved to and from with trolley one at a time. Returned with a trolley after using. Secured behind dividers.	Teacher in charge	Medium
Heaters	Managed via school care taker.	Teacher in charge	Medium
Plug sockets	Plug sockets must be covered and 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
Sport's mats	Stacked neatly on one side during session(s). Returned and secured after using. Children and young people must be supervised during each session or at break time.	Teacher in charge	Medium
Stage	No one is 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