



LANGSTONE PRIMARY ACADEMY HIRER INFORMATION



FIRST AID FACILITIES

Ensure all staff are first aid trained	YES/NO
First Aid Kits provided	YES/NO
Waste Disposal – knowledge of appropriate measures for different types of waste	YES/NO

Injury reporting in place to parents/carers	YES/NO
---	--------

EXISTING CONTROL MEASURES IN PLACE

a) Hirer to check this risk assessment matches the activity expected within the booking Additional blank assessment to be completed for any additional risks not included within this generic assessment	YES/NO
a) Induction information concerning emergency procedures are sent to the Hirer who is required to divulge such information to other members of visiting group	YES/NO
b) School to ensure Hirer is aware of prohibitions enforced by the school are communicated to the Hirer: <ul style="list-style-type: none"> ● No smoking ● No food brought onto premises ● No fires/barbeques ● Electrical equipment brought in should be PAT tested ● Work at height issues ● First Aid provision 	YES/NO
An induction in the use of school equipment will be undertaken by school staff at the time of the event or through written instructions left at the event	YES/NO
a) Keep walkways clear of obstruction and tripping hazards reduce slips by ensuring drinks/liquids are not brought into the area b) Ensure trailing leads are covered by trunking or cable mats	YES/NO
a) Hirer cannot rely on the school to provide first aid, particularly during our of office and weekend hours b) First aid provision provided by the Hirer should consist as a minimum an appointed person and first aid box	YES/NO
Where heavy equipment is being used, Hirer is to provide lifting devises such as trolleys	YES/NO
No working at height is allowed including ladder work without a separate risk assessment	YES/NO
a) The Hirer is responsible to ensure all members of group know <ul style="list-style-type: none"> ●Evacuation procedures ●Fire assembly area b) Hirer to inform school of any group members with a mobility disability c) Capacity of booked room not to be exceeded	YES/NO

HIRER'S PUBLIC LIABILITY INSURANCE IN PLACE

Public Liability Insurance certificate provided to LJA	YES/NO
--	--------

NAMES OF HIRER'S STAFF WHO WILL BE IN ATTENDANCE AT LJA

Member of staff	Signature

ACTIVITY RISK ASSESSMENT

Each activity MUST be risk assessed by the senior member of Hirer staff	YES/NO
--	--------

VISITOR INFORMATION

Please be aware that ALL visitors to Langstone Junior Academy site must have all the above information communicated to them by the senior member of Hirer staff upon arrival	YES/NO
---	--------