**Who is responsible for safety when a school holds an event on its premises**

Schools cannot relinquish any health and safety responsibilities for outside organisations that hold events on school premises. These events can involve governors, the PTA, volunteers, parents, school staff and outside companies, and they all have a role to play in the delivery of a safe event.

Schools and governors must take account of the following: -

* If an outside organisation delivers an event at your school, Headteachers have a responsibility to check company safety procedures, and ensure they see and contribute to the risk assessment. Insurance details and method statements must also be checked where appropriate.
* Use KCC’s Management of Contractors policy for checklists to use when considering company safety this is available to download on KELSI.

* Obtain copies of documentation and set up an events folder where all information is kept regarding health and safety arrangements for the event.
* Ensure that the school and the company are clear about what you are each responsible. A clear risk assessment must also be in place which covers items including but not limited to:

|  |  |
| --- | --- |
|  | * who will provide supervision? |
|  | * first aid arrangements? |
|  | * making visitors aware of evacuation procedures? |
|  | * the movement of vehicles on the premises? |

* If parents are expected to supervise their children at the event, be very clear about this in the information that goes to the parent
* Remember that when a pupil or other non-employee has an accident which has arisen out of a school event and is taken to hospital directly from the scene for treatment, it must be reported to the Health and Safety Executive, just as it would be if it arose out of other school activities and also reported on the HS157 accident report form.

If you have any other queries regarding event safety, please contact the Health and Safety Team on **03000 418456** or email us at healthandsafety@kent.gov.uk.