

# Risk Assessment Form



Name of School PTA: Hale Prep

Date of Assessment: Tuesday 28<sup>th</sup> November

Assessor's Name: Charlotte Conway

Assessor's Title: PTA Committee Member

Risk Assessment needed for: Christmas Fair, WA14 9AS, Saturday 2<sup>nd</sup> December

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk control measure
Visitor Control	All attendees (children, parents/guardians) staff and PTA members.	Unknown persons causing disruption and putting visitors at risk.	<ul style="list-style-type: none"> <li>- PTA committee members will be on the main Reception door to monitor entry to the school and take entrance fee/check tickets; and other PTA members will be monitoring activities within the classrooms / hall / BBQ areas to ensure unruly behaviour does not impact on people's enjoyment of the fair and safety within the school premises.</li> </ul>
Minor Accidents	All attendees (children, parents/guardians) staff and PTA members. People walking to and from stalls in hall and classrooms.	General trips and falls in and around the school building.	<ul style="list-style-type: none"> <li>- children will be supervised by their parents/guardians in all areas available to them.</li> <li>- PTA committee members will ensure the layout of stalls allows for free-flowing traffic and that there are no obstructions to cause a trip hazard.</li> <li>- Majority of stalls outside (weather dependent) to reduce congestion.</li> <li>- Independent stalls (3L) will be manned at all times by owners</li> <li>- Teacher Tombola (3K) manned at all times by teachers</li> <li>- If electrical equipment is used, PTA committee members will ensure that trailing cables are secured and taped down if possible.</li> <li>- First aiders will be available on-site, whether that be cover from first aid trained teachers/assistants or medically trained members of the PTA to advise on first aid procedures. In the event that the incident is more serious,</li> </ul>

			<p>999 will be called by the nearest person and the PTA Chair in conjunction with the Head Teacher will co-ordinate the children+parents/staff/PTA and the emergency services.</p> <ul style="list-style-type: none"> <li>- School medical facilities will be available if needed</li> </ul>
<p>BBQ (outdoors) Kitchen area Popcorn and Candyfloss</p>	<p>PTA members manning stall/serving; customers collecting food</p>	<p>Burns</p>	<ul style="list-style-type: none"> <li>- PTA servers are all competent in the use of the equipment. At least two nominated PTA committee members will staff the activity at all times outside.</li> <li>- Kitchen in use by SB (Y4). No children permitted behind serving area.</li> <li>- Hot surfaces, including the drip pot used to collect the fat, will not be directly accessible to the customers and no children allowed behind the food area; hot food area will be cordoned off with tables; and restricted number of helpers to be serving to avoid limiting space in the area.</li> <li>- Appropriate kitchen utensils will be used to handle the BBQ to prevent burns.</li> <li>- All staff handling food will wear sanitary gloves.</li> <li>- Fire extinguisher (foam) to be on-hand to douse any flames should the BBQ/fat set alight.</li> <li>- First aiders will be available on-site.</li> </ul>
<p>Face Painting and Tattoos (Pamper Room)</p>	<p>Children</p>	<p>Mild Skin Irritation.</p>	<ul style="list-style-type: none"> <li>- Activity will be supervised by PTA member; parents/guardians responsible for their children and informing stall holders of any known sensitivities, infections etc.</li> <li>- To the best of our knowledge the products are premium quality, cosmetically certified and meet all requirements under the EU Cosmetics Directive.</li> <li>- Products will also be applied using appropriate application sponges/brushes that are cleaned in-between people.</li> <li>- In the event of minor irritation, the area should be washed with clean water and patted dry.</li> <li>- First aiders will be available on-site, whether that be cover from first aid trained teachers/assistants or medically</li> </ul>

			trained members of the PTA to advise on first aid procedures in the event of irritation.
Raffle	PTA members manning stall; customers attending stall.	Cuts or knocked by falling objects.	<ul style="list-style-type: none"> <li>- All prizes to be arranged in such a way to minimise toppling over or to be knocked into.</li> </ul>
Hot refreshments	PTA members manning stall/serving; customers collecting refreshments	Minor burns from steam/boiling water in kettle/urn.	<ul style="list-style-type: none"> <li>- Mainly for adults, children not allowed behind the serving area; hot urns/slow cookers/heating appliances out of reach of customers; restricted number of helpers to avoid limiting space in the area.</li> <li>- Hot drinks served at entrance. Parents responsible for own drinks and safety of transporting around school.</li> </ul>
Food allergies	All attendees (children, parents/guardians) staff and PTA members.	Mild/Severe reactions to food	<ul style="list-style-type: none"> <li>- Signs will be displayed alerting risks by cake stall</li> <li>- Younger children will be supervised by their parents/guardians.</li> <li>- First aiders will be available on-site, whether that be cover from first aid trained teachers/assistants or medically trained members of the PTA to advise on first aid procedures in the event of irritation.</li> <li>- Access to school medication, if required.</li> </ul>
Inflatables	Children	Trip and hazard	<ul style="list-style-type: none"> <li>- Bounce n paint Inflatable will follow their own risk assessment.</li> <li>- Inflatables secured safely outside.</li> <li>- Younger children will be supervised by their parents/guardians.</li> </ul>
Santa's Grotto	All attendees (children, parents/guardians) staff and PTA members.	Crowd congestion	<ul style="list-style-type: none"> <li>- Santa is operated as a one in, one out system monitored by the PTA supervisor, with queueing people and children waiting outside, so as not to impact on other activities.</li> <li>- Younger children will be supervised by their parents/guardians.</li> </ul>

Date:	28.11.23	Signature:	<b>C.Conway</b>	Name and Position:	Charlotte Conway/ PTA committee member
Date Approved:	28.11.23	Signature:	<b>M.Sheehy</b>	Name and Position:	Mel Sheehy / PTA member / Christmas Fair Organiser
Review Date:		Signature:			
Summary of review:					