


Risk Assessment Form	
Name of School PTA: Hale Prep	Date of Assessment: Thursday 14 th March 2024
Assessor's Name: Charlotte Conway	Assessor's Title: PTA Committee Member
Risk Assessment needed for: Easter Egg Hunt, WA15 7AF. 28 th March	

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"> - PTA committee members will be at desk to entrance to events to monitor entry to the Bowdon Club and pitches and check children off who have paid; and other PTA members will be monitoring activities within the Club room/ pitches / Pizza areas to ensure unruly behaviour does not impact on people's enjoyment of the event and safety around the Bowdon Rugby Club. - Parents are responsible for their own child's supervision
Minor Accidents	All attendees (children, parents/guardians) staff and PTA members. People walking to and from pitches or inflatables.	General trips and falls in and around the rugby club grounds. Injuries on the inflatables.	<ul style="list-style-type: none"> - children will be supervised by their parents/guardians in all areas available to them. - PTA committee members will ensure the set up of inflatables and activities allows for easy access. - Inflatables outside and manned by employees of 'King of the Castles'. (See attached Risk Assessment completed by company) - Craft activities manned by parent helper inside club. - If electrical equipment is used, PTA committee members will ensure that trailing cables are secured and taped down if possible. - Pizza company set up to ensure no one is near oven or allowed behind tables. - First aiders will be available on-site, from medically trained members of the PTA to advise on first aid procedures. In the event that the incident is more serious,

			<p>999 will be called by the nearest person and the PTA Chair will co-ordinate the children+parents/staff/PTA and the emergency services.</p> <ul style="list-style-type: none"> - Rugby Club medical facilities will be available if needed
Easter Egg Hunt	Children	Running off/ tripping when running/ getting scratched by bramble/ weather	<ul style="list-style-type: none"> - Two pitches are being used to avoid over crowding - Infants on pitch closest of Club house - Juniors are pitch behind HCC car park - Areas are sealed off by fencing and hedging. - Easter Eggs to be hidden but visible - Parent and PTA supervision on both pitches - If weather is wet, children are encouraged to wear wellingtons or boots/ strong footwear as ground can become muddy and difficult to move on
Red House Pizza (outdoors)	Children or parents collecting hot food	Burns	<ul style="list-style-type: none"> - Pizzas cooked by members of Red House Pizza company (previously used) - Oven and preparation done outside and surrounded by tables so no access from children or parents - Parents to order and collect their own food for themselves and their own children. - Allergies made known by parents to pizza company when ordering - Appropriate kitchen utensils will be used to handle the Pizzas to prevent burns. - All staff handling food will wear sanitary gloves. - Fire extinguisher (foam) to be on-hand to douse any flames should the ovens/fat set alight. - First aiders will be available on-site.
Food allergies	All attendees (children, parents/guardians) staff and PTA members.	Mild/Severe reactions to food	<ul style="list-style-type: none"> - Signs will be displayed alerting risks by Easter Egg collection - Younger children will be supervised by their parents/guardians. - Parents to order their own pizza for children.

			<ul style="list-style-type: none"> - First aiders will be available on-site, by medically trained members of the PTA to advise on first aid procedures.
Inflatables	Children	Trip and hazard	<ul style="list-style-type: none"> - Inflatables outside and manned by employees of 'King of the Castles'. (See attached Risk Assessment completed by company) - Inflatables secured safely outside and erected by company - Younger children will be supervised by their parents/guardians. - All wires will be secured down and covered to avoid tripping risk
Car Park	All attendees (children, parents/guardians) staff and PTA members.	Risk of moving car	<ul style="list-style-type: none"> - Easter Egg hunts are on far pitches so no access is needed for hunting event near road or car park. - Children to be taken to and from car with their parent/guardian. - Parents will be aware that children are around when reversing or driving in and out of the event. - No playing or running around to take place on the car park

Date:	19.3.24	Signature:	C.Conway	Name and Position:	Charlotte Conway/ PTA committee member
Date Approved:	19.3.24	Signature:	O.Obiora	Name and Position:	Olivia Obiora / PTA member / Easter Egg Hunt Organiser
Review Date:		Signature:			
Summary of review:					

