

<b>RISK ASSESSMENT</b> Alwoodley Primary School – Summer Fair 2024	This applies to all activities arranged on-site, at the school & whilst collecting or delivering.
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Name of Risk Assessor: Johnathan Joynson	Updated 6 <sup>th</sup> June 2024
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The risk assessment aims to identify generic potential hazards and outline control measures to ensure the safety of all attendees, including volunteers, staff and visitors, during the summer fair. The fair will be held in various locations across the school, including indoor and outdoor areas.

Individual activities will be assessed separately.

<b>RISK MATRIX – EVALUATION OF RISKS</b>									
<b>LIKELIHOOD</b>	<b>CONSEQUENCE or SEVERITY</b>							<b>THOSE AT RISK</b>	<b>KEY</b>
		X	1	2	3	4	5		
	Very Likely	5	5	10	15	20	25		
	Likely	4	4	8	12	16	20	Volunteers	VOL
	Possible	3	3	6	9	12	15	Staff	STF
	Unlikely	2	2	4	6	8	10	Public	PLC
	Very Unlikely	1	1	2	3	4	5	All persons onsite	AOS

HAZARD	RISK	THOSE AT RISK	RISK LEVEL	CONTROL MEASURES
Poor weather conditions, e.g. Rain, thunder & lightning: <ul style="list-style-type: none"> <li>Slips, trips and falls due to wet grass or ground</li> <li>Struck by lightning</li> <li>Poor visibility for vehicles entering and exiting the site</li> </ul>	Injuries arising from this – e.g. bruises/cuts burns electrocution accidents involving vehicles and property, other vehicles or pedestrians	AOS	15	<ul style="list-style-type: none"> <li>Obtain long-range forecasts and keep monitoring</li> <li>Assess whether some activities are safe to go ahead in wet weather</li> <li>Alternative indoor areas have been earmarked for use in case outdoor areas cannot be used</li> <li>There will be no public vehicle access to the site, except for unloading and loading before and after the fair and for</li> </ul>

				<p>access for the Fire Engine and Police Car to the car park only</p> <ul style="list-style-type: none"> <li>• First Aid Kit and First Aider on site</li> <li>• Emergency Services called if needed</li> </ul>
Slips, trips and falls	Injuries arising from this – e.g. bruises/cuts	AOS	12	<ul style="list-style-type: none"> <li>• A 'walk round' inspection is conducted prior to the event</li> <li>• Any defects found are remedied prior to the event, or if it is found that the defect cannot be remedied, the area will be 'out of bounds'</li> <li>• Everyone briefed on site about potential unsteady ground</li> <li>• Everyone to be given enough space to work and avoid overcrowding</li> <li>• No working at heights or climbing trees</li> <li>• Clear obstacles and ensure passageways are clear of clutter</li> <li>• First Aid Kit and First Aider on site</li> <li>• Non-slip mats will be used where appropriate, if needed</li> </ul>
Very hot weather	Sunburn Heat exhaustion Heat stroke	AOS	12	<ul style="list-style-type: none"> <li>• Adequate areas for shade available</li> <li>• All relevant persons are briefed on the required breaks</li> <li>• Drinking water is made available</li> <li>• Everyone briefed, with notices erected where needed, to advise on the necessity to protect themselves against excessive heat and exposure to the sun</li> <li>• First Aid Kit and First Aider on Site</li> <li>• Emergency Services called if needed</li> </ul>
Unauthorised access to school premises	Potential security issues Lost children	AOS	16	<ul style="list-style-type: none"> <li>• Areas of the buildings which are not in use are locked</li> <li>• Toilet blocks &amp; main building to be separate and secured to prevent unauthorised access</li> <li>• Areas 'out of bounds' are taped off/marked</li> <li>• Adequate supervision is in place</li> <li>• Safeguarding children guidance is taken into account</li> <li>• A lost child stand near the main entrance is provided</li> <li>• All relevant persons are briefed on child protection procedures and unauthorised access areas</li> </ul>
Physical hazards on the site – stinging plates, thorns, sharp sticks	Scratches Infection / Sepsis Lacerations Damage to eyes	AOS	8	<ul style="list-style-type: none"> <li>• Thorns can cause infection, so look out for scratches that become red or irritable</li> <li>• First Aid Kit and First Aider on site</li> </ul>

Trapped fingers in doors and gates	Injuries arising from this – e.g. bruises/broken bones	AOS	12	<ul style="list-style-type: none"> <li>All doorways requiring passageway to remain open at all times</li> <li>All gate entrances requiring passageway to remain open at all times</li> <li>First Aid Kit and First Aider on site</li> <li>Emergency Services to be called if needed</li> </ul>
Goats	Bites Kicks Chewed clothing	AOS	10	<ul style="list-style-type: none"> <li>Everyone briefed on site about potential injury from goats</li> <li>No member of the public to be within the paddock without an authorised member of the Committee or Teacher</li> </ul>
Disposal of waste	Vermin infestation Public hygiene	AOS	8	<ul style="list-style-type: none"> <li>All relevant persons are briefed on waste disposal procedures</li> <li>Sufficient/appropriate refuse receptacles are available</li> <li>Full receptacles emptied to prevent over-flowing</li> </ul>
Overcrowding in classrooms	Crushing Falls/trampling	AOS	9	<ul style="list-style-type: none"> <li>Monitor capacity (particularly indoors)</li> <li>All fire exits will be kept clear</li> <li>First Aid Kit and First Aider on site</li> </ul>
Electrical equipment	Fire Electrocution Trips or falls	AOS	20	<ul style="list-style-type: none"> <li>Cables are routed away from pedestrian routes wherever possible, and cable covers or high visibility tape are used where this is not possible</li> <li>The school's electrical equipment is up to date with inspections and tests</li> <li>Portable appliance test records are checked for outside organisations, and evidence is recorded. Where outside organisations cannot provide proof, the school's equipment will be used where appropriate</li> <li>Avoid overloading of sockets</li> <li>All relevant persons briefed on electrical safety procedures</li> </ul>
Fire safety	Fire outbreaks	AOS	15	<ul style="list-style-type: none"> <li>Clear evacuation plan (as per school's policy)</li> <li>Fire Extinguishers situated across the school and at prominent locations where it would be safe to tackle a fire - e.g.BBQ</li> <li>Emergency Services to be called if needed</li> </ul>
Supplying food and drink	Allergies Allergic reaction Illness from dirty water or unclean containers Food poisoning from poorly prepared food	AOS	12	<ul style="list-style-type: none"> <li>A notice is sent to parents prior to the event explaining that food prepared may contain nuts, etc</li> <li>A notice is displayed on stalls explaining that food may contain nuts etc</li> </ul>

	Cuts from knife use when preparing food Scalds from boiling water and fats used in cooking			<ul style="list-style-type: none"> <li>• Volunteers and staff should apply food hygiene controls in line with the Food Standards Agency and good practices. This will include: <ul style="list-style-type: none"> <li>○ hand and personal hygiene of a good standard</li> <li>○ clean implements and containers</li> <li>○ working on mats or chopping boards to prevent contamination</li> <li>○ covering food before, during and after cooking when not being consumed</li> <li>○ All foods will be in-date and stored appropriately to prevent spoiling or contamination</li> <li>○ Simple clean-up measures to prevent re-use of implements and crockery where needed</li> <li>○ Good washing technique</li> </ul> </li> <li>• Food preparation also involves the use of knives, both sharp and cutlery. All implements will be managed well, with a limited number available in public spaces and kept in adequate storage so the knives are not left lying around</li> <li>• The school's kitchen personnel will prepare, cook, and serve some food, observing the procedures set out by the school</li> <li>• The school's kitchen personnel will serve hot drinks and will be handed out in 'take-out' thermal insulated cups</li> </ul>
BBQ	Burns Damage to eyes	AOS	20	<ul style="list-style-type: none"> <li>• All relevant persons will be briefed on fire safety</li> <li>• Only authorised persons will come into proximity to the BBQ, and subsequently, the flames</li> <li>• All food will be handed out in adequate containers away from the BBQ</li> <li>• The BBQ area will have an 'exclusion' zone to ensure no unauthorised persons can be in close proximity to the BBQ and, subsequently, the flames</li> <li>• A fire extinguisher will be provided for the operator of the BBQ</li> </ul>
Collection of items by car	Car Accident Break down Overloading	VOL		<ul style="list-style-type: none"> <li>• The vehicle must be insured with the appropriate insurance</li> <li>• Only individuals who are insured to drive the vehicle should do so and must have a valid driving licence with the appropriate category to drive the vehicle</li> </ul>

				<ul style="list-style-type: none"> <li>• The vehicle must be taxed, insured, have a valid MOT and be roadworthy</li> <li>• The driver must not be under the influence of any substance. Such as drugs and alcohol</li> <li>• If there is a breakdown, inform the volunteer co-ordinator or another Committee Member</li> <li>• The vehicle must not be overloaded, and if there is too much to take in one load, you must take half and then return for the rest</li> <li>• Private vehicles are used at the owner's own risk</li> </ul>
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### **EMERGENCY PROCEDURES**

**First Aid:** A first aid station will be situated by the main entrance with trained staff.

**Fire:** Evacuation plans and routes must be clearly displayed. All relevant persons will be briefed on fire procedures prior to the event.

**Lost Children:** A central meeting point adjacent to the first aid station for lost children and parents.

**Weather Emergencies:** Indoor alternatives are available for sudden weather changes.

### **MONITORING AND REVIEW**

The risks will be continually monitored and reviewed throughout the event, and changes made where necessary.

**Individual Risk Assessments will be made for each activity. These will be available on the day, and you must familiarise yourself with the risks and measures you or others need to take to reduce them.**