

RISK ASSESSMENT

PARENTS ASSOCIATION EVENTS / FRIENDS				
Hazard	Who is at risk?	Main Risks identified	Control Measures for the risks identified	Post-control Risk Level High / Medium / Low
Bouncy castles / play inflatables	Supplier, riggers, users of inflatable, nearby onlookers, people in surrounding area of inflatable.	<ul style="list-style-type: none"> • Use of external companies / contractors • Inflatable not secure in surroundings • Tripping on secure lines / anchorage points of inflatable • Using poorly maintained equipment • Environment conditions affect the stability of inflatable. • Weather conditions • Instability / collapse of bouncy castle • Entrapment • Injury sustained by children while on the inflatable • Access and injury by machinery / blower / electrical cables to children • Inadequate insurance • Inadequate supervision • Inappropriate location of equipment • Lack of competence • Manual handling injuries caused by weighty, bulky and unwieldy load 	<ul style="list-style-type: none"> • Vet for competence (member of a relevant association) • Operator conforms to PIPA / ADIPS scheme • Supplied / erected by competent persons. • Inflatable has PIPA tag / current PIPA test certificate • Risk assessments provided by supplier • Appropriate public liability insurance in place (min £5m indemnity) North Somerset insurance does not cover bouncy castle • Sufficient number of people to move inflatable. • Minimise carrying distance • Individuals aware of correct lifting techniques when rigging inflatable • Thoroughly examined every 14 months by a registered inspection body. The blower, inflatable and the electrical system should be examined and a certificate issued. These should be checked before use. • Inspected prior to the first use on any day following supplier/ manufacturers instructions and any defects are repaired before public use. • Sited in an appropriate location, well away from obstacles such as fences, sufficient room on site for inflatable and blower. (blower is at least 1.2 meters from the inflatable) • The inflatable is staked or heavy ballast is used to secure the equipment to the ground • Attendants must constantly watch the activities on the equipment. • Equipment must not be used in high winds. • The correct blower specified for the device is being used and the air pressure is sufficient to give a reliable and firm footing • Supervisor to ensure there is no boisterous behaviour or overcrowding of inflatable • Separating larger users from smaller children • Define a maximum number, age limit, height limit of users • Remove shoes and sharp objects (badges, electronic equipment, buckles) from users before playing on inflatable • No drinking or eating while on the inflatable • Ensure there are no significant trapping points between adjacent surfaces • Ensure the outside walls are high enough, strong enough and attached to the base to prevent children falling out, bouncing over or slipping through gaps in normal use or foreseeable misuse 	Low

			<ul style="list-style-type: none"> Ensure there is a clear area to gain access & egress to the inflatable, as well as a viewing area for parents / carer's. 	
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Catering	<p>Pupils Organisers Anyone who eats the prepared food.</p>	<ul style="list-style-type: none"> Fire / explosion Burns Cuts / abrasions Slipping, tripping & falling from: <ul style="list-style-type: none"> Wet or greasy surfaces Poisoning from ingestion and allergic reactions 	<ul style="list-style-type: none"> Ensure surfaces are clean and sanitised before use if the room is used for other purposes. Organisers are aware of basic food hygiene and ensure food preparers have a current food hygiene certificate. Lifting lids off pan, kettles or urns, moving hot tins, dishes and water to be restricted to adults only. Lifting hot bags of popcorn to be done using protective oven gloves. Adequate supervision and safe working procedures in place. Controlled storage and use of knives. Knives are kept sharp, as blunt knives can cause serious injuries. Wash knives separately do not leave in sink. Ensure good housekeeping and that any spills / food debris are cleared up immediately. Spillages should be dealt with immediately. Paper towels to be used on small areas of water-based contamination. Electrical equipment is subject to regular safety inspection and test (PAT testing). Gas equipment is under planned maintenance. A gas isolation valve should be available to isolate the gas supply when not in use. Use of the candy floss machine will be in accordance with the manufacturer's' and suppliers' instructions Children must be supervised at all times. Fire blanket kept in the kitchen area and staff should know how to use it. Suitable fire extinguishers are available, dependant the cooking activities. E.g. wet chemical extinguishers for deep fat fryers. Cookers, ovens and barbeques should be sited away from flammable materials, doorways, passageways and fire escape routes. Pupils taught the need for personal hygiene. Staff and pupils to wash hands before handling food and after visits to the toilet. Ensure that warm water, soap and towels (disposable) are available. Cuts etc. are covered with waterproof adhesive dressings. Tie back long hair. Aprons hygienically maintained. No nuts to be used in food production in case of allergies. "Use by" and "best before" dates should be checked. Food stored in suitable containers. (Covered / protected from contamination) and at correct temperatures e.g. ice creams will remain frozen until served. Equipment, including cutlery, should be stored in secure, clean conditions and used only for food preparation. Work surfaces cleaned with a multi-purpose cleaner and then disinfected. 	Low
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Crowds and large groups	Staff, Pupils, Visitors, Volunteers, Event Officials	<ul style="list-style-type: none"> • Event does not have the necessary permissions • Unauthorised persons on the premises during event • Fire • Welfare arrangements inadequate 	<ul style="list-style-type: none"> • Specific event risk assessment undertaken. • Entertainments license. • Adequate supervision to prevent un-authorised access and egress. • Fire exit routes maintained. • First aiders, lost children arrangements. • Clear signage is displayed. • Welfare – water, toilets, waste disposal. • Fire assembly point included on signage. • Ensure arrangements are in place for clearing up and safely disposing of any litter left after the event. • Regular premises inspections. • Adequate internal & external lighting available 	Low
Money Collection and Storage	Parent Association, School	<ul style="list-style-type: none"> • Money raised during the event is mislaid or stolen 	<ul style="list-style-type: none"> • Cash floats obtained before the event are stored securely until distribution to stall holders. • All those taking money have a money belt or pot which is kept under close supervision. • Large banknotes are collected from stallholders at regular intervals during the course of the event and stored securely in a locked room or safe. • Overall takings at the end of the event are counted and recorded by two members of the PA together. • Takings are stored securely until they can be banked in the school safe or other secure environment. 	Low

<p>School Disco</p>	<p>Pupils, staff</p>	<ul style="list-style-type: none"> • Pupils arriving/leaving in the dark – road accidents/getting lost/third parties • Strangers accessing the building – theft/violence/threatening or inappropriate behaviour • Fire – difficulties with evacuation/burns/smoke inhalation/panic • DJ plays music that is too loud or otherwise inappropriate - ear damage/exposure to inappropriate lyrics etc • Inadequate supervision during the disco – accidents/pupils leaving the disco alone/inappropriate behaviour • School hall becomes too hot - overheating/dehydration • Dancing – slips/trips/bumps/scrapes • Allergies – allergy related illness • Welfare – inadequate toilet/handwashing facilities 	<ul style="list-style-type: none"> • Parents/carers requested to escort pupils to the entrance • Pupils not released at the end unless they are met by an adult • Points of access are monitored throughout the evening • The police will be called to deal with any stranger on the premises who refuses to leave • Pupils will be lined up and evacuated in an orderly fashion • Evacuation will be through double doors at hall floor level. If these are blocked then through main entrance and/or door by kitchens • Assembly point is lower playground • A sweep will be made of the main building including cloakrooms and classrooms and a register taken from list of participants • Use of a known and trusted DJ • PA and school staff present to intervene if necessary • Adequate supervision by members of PA and school staff • Doors or windows can be opened to regulate temperature • Pupils given a drink • Pupils who are suffering ill effects will be cared for individually • Two consecutive discos are held so the hall is not too crowded • Hall floor is kept as clean, dry and free from obstructions as possible • Dancing that is too wild/ inappropriate will be stopped by PA members or school staff • First aiders available • Emergency contact numbers available in case pupils need to be collected early • Pupils will be given a snack which is nut free • Any other allergies notified to the school or PA will be catered for • Cloakrooms off the hall will be available for pupil use • Cloakrooms will be adequately supervised and checked for slip hazards or other problems during the event 	<p>Low</p>
<p>School Fete / Fair</p>	<p>Pupils Staff Visitors Stall holders Contractors</p>	<ul style="list-style-type: none"> • Bad organisation • Lack of communication • Falling objects • Lack of competence • Lack of supervision • Incorrect or lack of appropriate equipment • Lack of emergency procedures • Theft • Lost Pupils • Lack of toilets • High risk foods • Lack of waste disposal procedures • Burns scolding, fire from cooking / BBQ • Lack of First Aid arrangements • Slips, trips and falls • Electrocutation 	<ul style="list-style-type: none"> • In the event of a need to cancel the event, ensure enough time, planning, signage, information is provided to all parties. • The event organized has a detailed plan / folder for all stalls, events, arrangements and procedures. • The event organizer has informed parents / carers of their responsibility for supervising their own pupils when advertising the event and during the event. • Brief fete team on event procedures, timings, responsibilities, waste facilities, safeguarding, unauthorised areas, emergency contact details, weather conditions, etc. • Brief marshals to make regular check to ensure area clear of rubbish/trip hazards / safeguarding / behaviour. • Brief fete team / external parties / stall holders the importance of safety arrangements. • Short range weather forecast has been obtained. • Event staff / stall holders / third parties have suitable wet weather clothing. • Access in to event controlled using single entrances will be supervised by members of staff / contractor. • A marquee or alternative interior venue (name) is available as a wet weather cover area. • Suitable numbers of waste bins are available and nominated person(s) will be detailed to 	<p>Low</p>

			<p>manage waste.</p> <ul style="list-style-type: none"> • A planned list of event activities / not suitable activities / ‘no go’ activities has been detailed in the event of bad weather, e.g. bouncy castles, grass based races, trampolining etc. • Ensure adequate numbers of traffic marshals are available to monitor and co-ordinate. • Ensure good signage to toilets, lost Pupils areas, first aid, etc. • A first aider / St John’s Ambulance are available. • A public address system / megaphone is used to inform people of event messages. • Local community police officer is in attendance dependent on the size of the event. • Caretaking contractor / site staff always available. • Electrical power is supplied from Southern Electric, RCD are used on extension leads, matting covers power leads, power leads are hung out at height, • If generators are used, strict control of location, fuelling, exhaust emissions, noise levels and size is developed and implemented. • Areas of the event will be cordon off to ensure safety of Pupils, attendees. • Activities and stalls to take account of age of Pupils. • Higher risk activities such as inflatables etc. to be provided, managed and supervised by a recognized service provider. • Activities involving projectiles (e.g. throwing darts into cards mounted on a board, coconut shies) must be supervised by an adult member at all times. • Ensure food preparers have a current food hygiene certificate. • Restrict the types of food available to less high risk foods. • Ensure that BBQ area is not in direct contact (separate area) with other objects, members of the public, close to other stalls, fire blankets are available, etc. • Adequate areas of shade are available. • Animals / pets are not allowed in or on school property. • Break rota’s for marshals and staff running stalls has been considered. • Ensure BBQ staff has suitable cooking equipment, utensils, personal protective equipment (cooking gloves), fire blankets, waste bins, hand cleaning gels / facilities, etc. or hire this in from a reputable company. • School kitchen / fridges / freezers are used as a holding area for food / catering. • Ice boxes / cold boxes are used as required. • Ensure emergency exits in halls, corridors, and access areas are all unlocked. • Father Christmas to be a member of the schools staff or known to the school, assisted by at least one other member of staff at all times, current CRB known, with possibility of discreet supervision. • Access routes are clear and not obstructed • Reinforce with signage or announcements that the school is a no smoking area. 	
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Risk Assessment prepared by		Risk Assessment reviewed by	
Signature		Signature	
Date		Date	

POST CONTROL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.