

Bournes Green Junior School
 Parents' Association Risk Assessment
 Christmas Fayre - 2nd December 2022

Item	Possible Hazards	Who is at risk	Risk rating	Risk Management	Who responsible
Activity stalls	Risk of injury to yourself and others	All present	Moderate to minimal	<ul style="list-style-type: none"> • Staffing levels should be adequate to ensure "safety rules" are adhered to at all times. • Clearly marked areas for all activities with space between to prevent injury to adults or children. • Control queues to prevent disputes • Be aware of the risks associated with handling money. Keep it out of sight wherever possible. • Do not create tripping hazards, keep area clear of rubbish and clear up any spills immediately. • Young children to be supported whilst using equipment as appropriate. • Hand sanitizer to be available at all stalls and where food/ drink is sold. 	BGJS PA & parent helpers
Drinks	Hot drinks being spilt Slippery floor after spilt drink	All present	Moderate to minimal	<ul style="list-style-type: none"> • Hot drinks to be served at a temperature that will not result in scolding or injury, if spilt. Care to be taken not to fill cups too full, which may result in a spill. • Any spillages to be cleared up immediately. The yellow spill notices to be used until the floor is dry. 	BGJS PA & parent helpers
Electrical sockets, leads & Extension leads	Exposed sockets Trailing leads - trip hazard Frayed leads	All present	Moderate to minimal	<ul style="list-style-type: none"> • All leads will be tucked away or covered over with a mat. • No electrical equipment with frayed wires will be used. These are to be reported immediately to a member of the school team. • All electrical equipment used in school will be visually checked before use. 	BGJS PA & parent helpers

Fire	Smoke inhalation Getting burnt	All present	Moderate to minimal	<ul style="list-style-type: none"> On discovering a fire - Sound the alarm located near to the classroom door, and follow the procedure below. On hearing the fire alarm: <ul style="list-style-type: none"> Check the toilets and evacuate everyone from your unit. Close doors behind you. Proceed in an orderly manner to the far side of the playground. BGJS children will line up as per normal evacuation then parents will be able to find their children. 	BGJS PA & parent helpers
Food hygiene	Food poisoning	All present	Moderate to minimal	<ul style="list-style-type: none"> The sale of food is covered, principally, by legislation. If you are engaged in such activities you will be provided with guidance on food hygiene safety, which must be strictly adhered to. When serving food, gloves and hairnets must be worn and care taken 	BGJS PA & parent helpers
Injuries	Children injuring themselves in the school Children injuring themselves outside	All present	Moderate to minimal	<ul style="list-style-type: none"> Nominated first aider will deal with any injuries. Staff with first aid qualifications (expected to be present) are as follows: <ul style="list-style-type: none"> Mrs Goy Mr Kent First aid kits are located in the school office. 	BGJS PA & parent helpers
Manual handling	Injury from incorrect handling of large, heavy or unstable objects	All present	Moderate to minimal	<ul style="list-style-type: none"> Use common sense and do not try to lift anything too heavy or bulky. 	BGJS PA & parent helpers
Money	Risk of loss Risk of money being stolen	All present	Moderate to minimal	<ul style="list-style-type: none"> Money will be collected from all stalls during the event. It will then be collated in a locked room and placed in the school safe. 	BGJS PA & parent helpers
Personal belongings	Items may go missing Items may get broken	All present	Moderate to minimal	<ul style="list-style-type: none"> Please keep personal belongings with you and out of sight at all times. 	BGJS PA & parent helpers
Smoking	Fire	All present	Moderate to minimal	<ul style="list-style-type: none"> We do not allow smoking or vaping in our school or within the school grounds. Adults are asked to move right away from the school, where children cannot see if they need to smoke. 	BGJS PA & parent helpers
Spills	Slipping over	All present	Moderate to minimal	<ul style="list-style-type: none"> Spillage to be mopped up immediately and yellow warning signs to be placed appropriately until the floor is dry. 	BGJS PA & parent helpers

Storage	Broken storage boxes Position	All present	Moderate to minimal	<ul style="list-style-type: none"> All broken storage boxes to be disposed of appropriately. 	BGJS PA & parent helpers
Waste disposal and recycling	Trips falls etc.	All present	Moderate to minimal	<ul style="list-style-type: none"> Please dispose of / recycle any rubbish immediately. Black and pink recycling bags are readily available. 	BGJS PA & parent helpers

Personal Safety and Security

Always put the safety of yourself and others before the need to protect property, equipment or cash.

Do not undertake any activity or task that you feel may cause you harm. Assistance is available please ask for help where necessary.