



WARRINGTON
Borough Council

PTA XMAS FAIR RISK ASSESSMENT

Directorate: Family and Wellbeing	Location: Newchurch Primary School	Date of Assessment: November 2021	Review Date: November 2022
Name of Assessor(s): Jayne Narraway and Janine Dowling	Position of Assessor: Head Teacher School Business Manager		Signature: <i>J Narraway</i> <i>J Dowling</i>
Title of Task: Christmas Events Risk Assessment (including Xmas Fair and Plays)			

Hazard	Persons at Risk	Potential Harm	Existing Control Measures	Risk Rating (H/M/L)	Further Action Required	Residual Risk (H/M/L)
Covid and the spread of the virus	Staff, volunteers, children and parents	Illness, potentially life threatening and in extreme cases death	<p>Christmas fair stalls will be located inside the school building and outdoors on the school site to the rear of the building to manage the space, mitigate pinch points and provide plenty of space for lines and queueing. Families have been given a plan of where the various Christmas fair stalls will be located.</p> <p>Communication issued 22.11.21 to school community requesting that all attendees take a Lateral Flow Test prior to attending the event to ensure the safety of all of those attending.</p> <p>Anyone displaying Covid symptoms have been asked to remain at home and not attend.</p> <p>Families will be admitted onto school premises through the main school entrance at short intervals.</p> <p>Hand sanitiser will be available at all events.</p>	H	<p>Guidance from Public Health England and the Local Authority has been used to develop plans and this guidance will continue to be monitored to ensure that any changes are incorporated into the planning process.</p> <p>Households who have a current case of Covid have been asked to <u>not</u> attend and ensure that <u>all</u> household members remain at home for the safety of the school community.</p> <p>Families who wish to attend the Christmas Fair have been asked to complete a Google Form (prior to attending) to indicate how many family members will be attending. This data will be used to operationally plan and manage the flow of people through the school building. Families have been advised to</p> <p>Christmas play numbers of family members on site will be limited via a pre agreed ticket system with every child receiving two tickets, <u>one ticket for each performance</u>. Families will be allowed to swap tickets between families if needed. The overall number of tickets will not be exceeded. Should a family member forget a ticket, they will be asked to wait until everyone has been admitted and if there is a space, they will be allowed entry.</p>	M

Alcohol consumption	Staff, volunteers, children and parents	Drunken behaviour, verbal abuse and threatening behaviour	Drinks licence obtained from local Magistrates' Court.	L	Pre-event briefing for all staff involved, to ensure full awareness of expected behaviour of those attending the event.	L
Hot drinks and hot food	Staff, volunteers, children and parents	Burns and scalding	<p>Hot refreshments to be served from school kitchen hatch or in a specific and designated area of the Year 5 classroom.</p> <p>Burco water heater to be located in secure kitchen area, member of PTA to be allocated to supervise water heater and ensure no children or adults are in the vicinity of the heater. Careful consideration to be given to the location of the power cord and a decision will be made on whether the power cord should be secured to prevent it being pulled.</p>	M	PTA to ensure that an appropriate queueing system is in place to ensure that attendees who have purchased food and drinks can move away from the refreshments area safely. PTA member to supervise queue.	L
Roller shutter in school hall	Staff, volunteers, children and parents	Injury due to crushing or direct injury due to impact of roller shutter	All staff are aware that in the event of a fire alarm, whether it be false alarm or real event, the roller shutter will automatically activate and nothing should be in the vicinity of the shutter – either objects or persons.	L	<p>PTA to ensure that an appropriate queueing system is in place to ensure that attendees who have purchased food and drinks can move away from the refreshments area quickly and safely to avoid being in the vicinity of the roller shutter. PTA member to supervise queue.</p> <p>No fire alarms will be planned at the time of any events.</p>	L
Violence or aggression towards staff or parent volunteers, especially	Staff, volunteers, children and parents	Verbal abuse and threatening behaviour	<p>Additional security in high-risk areas. Areas not in use are locked.</p> <p>The local police have been informed of the</p>	L	<p>Head Teacher / member of SLT to be on main entrance door at all times.</p> <p>Local PCSO informed of the event via</p>	L

those taking cash and / or bar-tending			event.		email on 22.11.21	
Slips, trips and falls	Staff, volunteers, children and parents	Fractures, sprains, sprains and bruising	<p>The floor / outside area is in good condition.</p> <p>Any spillages are cleared up immediately and a caution wet floor sign is displayed until the floor is dry.</p> <p>The floor and access areas are to be checked before the event and any obvious tripping hazards dealt with e.g. cables to speakers etc. are safely routed or taped to the floor.</p>	L	<p>First Aiders will be available at the event to deal with any minor injuries. Sign displayed at event detailing who is the duty First Aider and DSL.</p> <p>Further information is available in the Guidance Note 11 Slips, trips and falls which is on the My School Services Site.</p> <p>The Site Manager will complete a visual inspection and remedial works prior to any event taking place.</p>	L
Security of the building possibly compromised	Staff, volunteers, children and parents	<p>Undesirables gain entry to the site. Verbal abuse and threatening behaviour</p> <p>GDPR data breach risk</p>	<p>Head Teacher / member of the SLT / School Office staff will be stationed on the main entrance to ensure security and safety is not compromised for any event.</p> <p>All areas of the school that are not being used for the event can remain secured / locked off unless access is required as part of the emergency exit route.</p> <p>Staff to remain vigilant at all times regarding who is entering the building and of any other doors that may have been opened to allow others to gain access.</p>	L	<p>Ensure that both staff and PTA are clear on the areas that are being used and encourage vigilance of the areas not being used. Signage to be used stating that area is out of bounds for the duration of the event.</p> <p>Toilet facilities – the toilet located in the entrance hall outside the hall is the toilet that will be used for events as this is suitable for adult use. A member of school staff will be posted in this area.</p> <p>Head Teachers office and school office to remain locked for duration of Xmas Fair.</p>	L
Electrical equipment	Staff, volunteers, children and parents	Electric shock and burns	<p>All portable appliances are PAT tested every two years by a reputable electrician.</p> <p>Equipment brought in for the event checked for evidence of compliance of the</p>	L	Staff are instructed to complete a visual inspection of all appliances before use.	L

			above.			
Fire	Staff, volunteers, children and parents	Panic, smoke inhalation and burns	<p>Brief instructions given at the start of the event to inform attendees of the emergency procedures and the location of the fire assembly point.</p> <p>Fire wardens on site at all times.</p> <p>Numbers counted in and out of the event.</p>	L	<p>The Head Teacher will appoint members of staff attending the event to sweep the areas accessible to members of the public.</p> <p>One member of staff will sweep the other areas of the school using the key code access numbers or their building keys.</p>	L
Folding tables	Staff, volunteers, children and parents	Injury caused by entrapment or toppling over of table	Only school staff who have been trained in the operation of the folding tables (see risk assessment for tables) to move and operate tables.	L	Head Teacher to ensure staff are available to move tables to support the PTA in the event set up.	L
Poor access to fire exits	Staff, volunteers, children and parents	Smoke inhalation and burns	Fire exits are kept free from obstructions at all times	L	Staff will be briefed to remain vigilant and ensure that fire exits are not blocked. PTA members will also keep a careful watch on fire exit obstructions.	L
Attendees unfamiliar with location of emergency exits	Staff, volunteers, children and parents	Smoke inhalation and burns	<p>There will be adequate numbers of staff in attendance who will be able to guide people to the nearest emergency exit.</p> <p>The Head Teacher will take charge in an emergency and will have access to adequate communication (the PA system).</p>	L	Plan of number of staff / PTA members in attendance and their roles.	L

