



**WALK TO NEWCHURCH CHURCH RISK ASSESSMENT**

<b>Directorate:</b> Family and Wellbeing	<b>Location:</b> Newchurch Primary School	<b>Date of Assessment:</b> 11.05.2022	<b>Review Date:</b> 11.05.2023
<b>Name of Assessor:</b> John Duckett	<b>Position of Assessor:</b> Educational Visits Coordinator	<b>Signature:</b> John Duckett	
<b>Title of Task:</b> RobinFest Arts Festival			

Point	Hazard	Persons at Risk	Potential Harm	Existing Control Measures	Risk Rating (H/M/L)	Further Action Required	Residual Risk (H/M/L)
1	Construction of staging	Sound technicians, children, staff	Crushing, trips, slips and falls, absconding.	<p>All construction of staging will be cordoned off by professional stage hire company.</p> <p>Site manager present during construction.</p> <p>No children accessing the school field area around the stage during or after construction.</p> <p>Y4 and Y5 pupils to use end corridor doors rather than class doors.</p> <p>Full risk assessment in place from stage hire company.</p> <p>No school staff to work on the stage construction.</p> <p>Gates to be closed once vehicles are on site.</p> <p>All children spoken to about the risk of the field area at this point.</p>	L	Hire stage company – PP Productions	L

2	Vehicles on school grounds	Sound technicians, children, staff	Crushing, trips, slips and falls, absconding.	<p>School gates to be opened by site manager and closed after vehicles enter.</p> <p>All staff aware of arrival of vehicles and children to remain indoors.</p> <p>No vehicles to be left blocking the main access to the school field to ensure that emergency services have access.</p> <p>Car park to be clear to allow for ease of access to the school field.</p>	L		L
3	Working at height	Sound technicians	Falls, breaks, death	<p>Only trained personnel to be involved in the set-up of staging.</p> <p>Access to the roof for any cabling to be supervised and cordoned/barrier put in place by site manager and crew.</p> <p>No children to access the stage unsupervised.</p>	L		L

4	Entrance to festival site/School grounds	Children, neighbours and families	Crushing, slips trip and falls, lost children	<p>Children must be accompanied by an adult to enter or remain in the festival site. Children can be with members of other families if agreed prior to the event or with permission of Head or Deputy.</p> <p>Ticketed event only with tickets available prior via the school office and Parent Pay.</p> <p>Attendees to access the school site via the gate next to EYFS classroom.</p> <p>DSL positioned at this gate to ensure that no children are unaccompanied and to marshal anyone exiting.</p> <p>The DSL and event manager will reserve the right to deny any individual access to the site if they deem fit.</p> <p>PCSO contacted prior to the event to discuss having a police presence.</p> <p>Orderly queue to be formed for entering the site.</p> <p>Register in place to ensure accurate list of all attendees on site.</p>	L		L
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5	Car Parking	Children, neighbours, families and staff	Crushing, slips trip and falls, lost children	<p>Attendees to use the school path, not the road, to access the festival site.</p> <p>Those living furthest from school given priority over car parking spaces on school grounds.</p> <p>Cars to only use designated spaces assigned by the school.</p> <p>No vehicles to be in front of gates which provide access to the school grounds.</p>	L		L
6	Collapse of structures	Performers, audience	Crushing, breaks, slips, trips and falls	<p>Stage to be checked regularly by hire company and site manager. Any risks to be reported in case of closure.</p> <p>Bouncy castle/Inflatables will be manned and monitored by trained staff from the hire company.</p>	L		L
7	Noise levels	Neighbours , children and families	Temporary or permanent hearing damage	<p>Sound technicians hired to monitor noise levels and ensure that they are safe for the event.</p> <p>Children and families not sound too close to any sound equipment.</p> <p>Local neighbours given advanced notice of the event and invited to attend.</p>	L		L

8	Neighbouring properties	Neighbours	Damage to properties	<p>Exterior school fence which separates properties and school grounds in place and gates to remain locked.</p> <p>Any deliberate vandalism of neighbouring properties to result in immediate ejection from site and/or contact with police.</p> <p>No activities beyond those regularly seen on the school field to be in place which could cause damage to property.</p>	L		L
9	Fire safety	All attendees	Loss of life	<p>Attendees to only access the school building for toilets and changing facilities. These will be monitored and counted by school staff at all times to ensure accurate numbers of people inside are maintained.</p> <p>School fire safety protocol will be in place for assembling and counting numbers on site with signing in register in place at the front entrance of the site.</p>	L		L

10	Electrical safety	All attendees	Loss of life, electrocution, slips, trips and falls.	<p>Any electrical equipment will be cordoned off and not accessible to the public.</p> <p>Wires will be secured to ensure no trailing cables which could be a trip hazard.</p> <p>Any hired electrical equipment will be assembled and monitored by the hire company and professionally trained staff.</p> <p>No member of the school staff will be expected to monitor or assemble any electrical equipment.</p>	L		L
11	Lost children	Children and families	Children separated from families	<p>DSL in place at entrance/exit to site.</p> <p>Only one point of entrance/exit.</p> <p>School staff present on site with knowledge of all children and families.</p> <p>PA system in place via stage should families need to be contacted.</p> <p>Designated DSL point for lost children.</p>	L		L
12	Overcrowding	Children, families, staff and performers	Risk of crushing	<p>Set number of tickets allocated to ensure site is not overcrowded.</p> <p>Events to take place on school field with plenty of space.</p> <p>Performance areas and vendors etc to be designated specific spots and spread out around the site.</p>	L		L

13	Toileting	Children, families, staff and performers	Access to children	<p>Designated single cubicle toilets designated for adults and children.</p> <p>Access to these to be monitored by staff from the exterior of the building.</p> <p>Single access point to and from toilets.</p> <p>Where possible, children should be accompanied to the toilet by a known adult.</p>	L		L
14	Medical emergency and first aid	Children, families, staff and performers	Risk of illness or injury linked to ongoing medical issue or emergency	<p>Parents to be responsible for all children in their care with regards to allergies and treatment of any ongoing illness or condition.</p> <p>Emergency services to have access to the school grounds via the Y6 side gates or main entrance if necessary.</p> <p>Number of first aiders on site will be within the ratio of attendees and performers.</p> <p>Any specific needs will be addressed with the school prior to the event e.g. wheelchair access.</p> <p>All staff will be able to be in contact with the DSL or deputy in the event of an emergency.</p> <p>Families to be made aware of any emergency procedures prior to the event.</p>	L		L



15	Food poisoning	Children, families, staff and performers	Risk of illness linked to under or poorly prepared food.	<p>Hired caterers with licence to cater events on site serving food.</p> <p>Food hygiene ratings displayed for public.</p>	L		L
16	Public disorder	Children, families, staff and performers	Intoxication, violence towards staff and others, negative language	<p>Staff informed to spot potential problems and report to safeguarding leads.</p> <p>Control of numbers at event particularly in performance areas and marquees.</p> <p>Drinks not served to people obviously under the influence.</p> <p>No glass at the event.</p>	L		L
17	COVID	Children, families, staff and performers	Risk of spreading of any virus	<p>Event to take place mainly outdoors to reduce the risk of spreading of the virus.</p> <p>Enough space for families to spread out.</p> <p>Families testing positive will be asked to remain away from the event.</p> <p>Where they see fit, individuals will be permitted to wear masks.</p>	L		L