

Risk assessment form example

Event: Fairs - inside or outdoors	People at risk: Staff, contractors, visitors, pupils, intruders, exhibitors/stall holders, volunteers	
Assessment carried out by:	Date:	Date of review:

Hazards (potential to cause harm & consider how a person may be hurt)	Existing controls	Risk rating	Further controls necessary	Target date and by whom	New risk rating
Lack of pre-planning How: Hazards not identified and control measures not in place due to poor planning leading to accidents/ill health			<p>N.B. It is important that all such events are properly managed to ensure appropriate standards of safety are maintained.</p> <p>Health and safety is considered right at the start of the organising process and an organising committee is set up well in advance of the event to ensure adequate time for planning, including PTA events.</p> <p>Good liaison takes place between the school and the PTA and risk assessments are prepared jointly.</p> <p>One member of the organising committee is responsible for co-ordinating health and safety.</p>		

		<p>At each meeting health and safety is on the agenda.</p> <p>For each activity planned the hazards are identified and a risk assessment carried out.</p> <p>Consideration of hazards during the Build-up, Open and Breakdown phases, such as rigging (e.g. guy ropes, anchor points) lifting, noise, fumes, alcohol, crowds, electricity, work at height etc. should be considered.</p> <p>External Exhibitors are asked to provide details of any hazards they may be bringing on-site, including their materials and processes for stand construction, exhibits or any events planned. Where appropriate a copy of the exhibitors own risk assessment is requested to complete it in relation to their exhibit.</p> <p>The committee appraise the risk assessments and additional control measures are agreed well in advance of the event.</p> <p>The school and Exhibitor jointly have a 'Duty of Care' to all persons onsite.</p> <p>The committee ensures all exhibitors are made aware of any special or extra control measures it might need to implement due to operations that they have been made aware of by other exhibitors</p>		
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			<p>or the school holding other shows on at the same time.</p> <p>If contractors are involved in setting up exhibits, including electrics etc, then a copy of the company health and safety policy and risk assessments is obtained and reviewed by the committee.</p> <p>If a company proposes building a complex structure at the school that requires bracing these must have Structural Calculations produced by a qualified, competent and insured structural engineer. – these should therefore be avoided!</p> <p>The location of the event is carefully considered to ensure safety</p> <p>(Consider whether the location has inherent hazards such as in D & T areas and science laboratories, proximity to ponds)?</p> <p>A contingency plan is available for outdoor events in case of bad weather.</p>		
<p>Poor design of floorplan/lack of floorplan</p> <p>How:</p> <p>Accidents</p>			<p>Careful consideration is given to floorplan design, taking into account the projected number of visitors, traffic flow, sightlines, floor conditions, emergency access and egress, emergency gangways (dog-legged aisles are avoided), travel distances, storage</p>		

<p>unable to escape in the event of an emergency</p>			<p>facilities, ease of access for contractors or stallholders, blocks of stands and feature areas.</p> <p>Sufficient space is allowed between stalls.</p> <p>The committee should assess the floor plan and design of stands etc. to ensure compliance with health and safety legislation.</p> <p>Assistance from a competent person is sought where necessary.</p>		
<p>Set up</p>			<p>Children helping with any set up must be carefully supervised at all times.</p> <p>Children only assist with the setting up where the risk of injury is low.</p> <p>Set up should be well planned to allow safe access and egress for all exhibitors and segregation of vehicles and pedestrians.</p> <p>Stall holders are provided with information as to their location, route of safe access and egress, emergency procedures etc.</p> <p>At least two people are on site at all times during set up.</p>		
<p>Work at height</p>			<p>Work at height is avoided wherever possible.</p>		

			<p>Only those trained in working at height carry out any such work in preparation for a fair.</p> <p>See separate risk assessment on work at height.</p>		
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Hazards (potential to cause harm & consider how a person may be hurt)	Existing controls	Risk rating	Further controls necessary	Target date and by whom	New risk rating
<p>Manual handling</p> <p>Injury from lifting / moving equipment / furniture etc.</p> <p>Strains, cuts, bruises, sprains,</p> <p>Musculo-skeletal disorders</p>			<p>Manual handling assessments are carried out of all tasks and safe methods used to manually handle any items as necessary.</p> <p>Staff who have received training should carry out manual handling wherever possible.</p> <p>Volunteers should be supervised and assisted where there is a risk of significant injury.</p> <p>Mechanical aids are provided and used wherever possible.</p>		
<p>Marqueee / tent etc</p> <p>How:</p> <p>Collapse</p>			<p>All temporary structures are erected and checked by competent persons conforming to industries current Best Practice.</p>		

<p>Tripping over stakes/guy ropes overcrowding</p>		<p>Additional rigging is used where wind is forecast. In severe weather conditions alternative contingency plans are available to move the event indoors.</p> <p>Only marquees that have fireproof certification and have public liability insurance of £5m minimum are used.</p> <p>The marquee company is requested to provide a copy of their own risk assessment. Checks are made to ensure that this covers:</p> <ul style="list-style-type: none"> • marking of stakes/ropes with hazard tape. • Stakes and guy ropes are to conform to current Best Practice • Adequate escape routes • Fire safety signs and fire fighting equipment • Ignition source issues are addressed. <p>Steps are taken to ensure that overcrowding does not occur.</p> <p>Access to any electricity supply if required must be connected by a qualified electrician.</p> <p>No naked flames or smoking is permitted within the marquee.</p>		
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<p>Rigging</p> <p>How:</p> <p>Trips and falls over rigging</p>		<p>Where available high visibility rigging is used.</p> <p>Rigging is placed away from walkways wherever possible.</p> <p>Steps are taken to highlight rigging where appropriate e.g. bunting.</p> <p>Checks are made that any risk assessment provided by a company relating to rigging includes the above and that sufficient anchor points are used to ensure safety.</p>		
<p>Falling barriers</p>		<p>Stands that are totally enclosed by barriers feature extra emergency exits to keep the maximum travel distance off the stand to 10m.</p> <p>Disabled access and egress is considered, along with a queuing area within the stand boundaries to keep crowding in the aisle to a minimum.</p> <p>The barriers themselves are of sufficient strength and height for their application.</p>		
<p>platform edges at busier exhibitions</p> <p>How:</p> <p>trips, slips and falls</p>		<p>All platforms where the visitor can gain access to a stand have a gently sloping non-slip edge (max 20 degrees).</p> <p>Steps are taken to ensure there are no sharp corners or metal edging if at all possible. If required, a separate ramp for the disabled can still be</p>		

		<p>incorporated into any such ramped edge at a maximum 1:12 gradient, but must have its sides clearly guarded.</p> <p>N.B. Ramps for the Disabled:</p> <p>The sudden change in level from the stand platform when incorporating a ramp for the disabled has caused many accidents in the past. Therefore, any such ramp should be clearly delineated in a contrasting colour from that of the main stand and both edges must be protected by a handrail at a height of between 840mm-1100mm, with continuous clear headroom of 2m. The ramp width should be at least 1000mm and the gradient not more than 1:12. Where a Risk Assessment has highlighted the possibility of having large numbers of disabled persons at a show, these measures may require further consideration. (References: The Building Regulations and the Disability Discrimination Act 1995).</p>		
<p>Slips and trips How: Trailing leads etc. uneven ground</p>		<p>Consideration is given to where parking can take place in wet conditions.</p> <p>Parking is prohibited on the grass in very wet conditions where it is likely to cause extensive</p>		

<p>vehicles unable to get off wet grass</p> <p>public slipping on wet/muddy ground</p> <p>Ground damaged</p>			<p>damage or risk of slips/trips or vehicles becoming trapped in the wet ground.</p> <p>Arrangements are made prior to the event for towing vehicles from site in the event of unexpected wet ground conditions. Any company approached provides its own risk assessment.</p> <p>The event is carefully planned so that uneven ground is avoided for walkways.</p> <p>All extension leads etc. are kept tidy - routed away from walkways or covered with walkover strip.</p> <p>Exhibitors keep control of items for sale or on display to avoid trip/slip hazards.</p> <p>Any spillages are reported and dealt with immediately.</p>		
<p>Litter</p> <p>How:</p>			<p>Litter is controlled throughout the event and rubbish placed in black sacks and regularly removed from the site to prevent build up and litter being strewn around.</p> <p>Litter pickers used as appropriate.</p>		
<p>Electrical safety</p> <p>How:</p> <p>Shock</p>			<p>Use of battery or low voltage equipment is considered for outside events.</p>		

<p>Unsuitable electrical equipment used outside</p>		<p>Only equipment and leads suitable for use outside in used in outdoor events.</p> <p>The equipment has been checked to ensure it is electrically safe before use.</p> <p>The layout avoids trailing cables, overloading of extension leads and congestion.</p> <p>All cables are checked prior to the event.</p> <p>Cable covers are used wherever possible.</p> <p>Circuit breakers in place.</p> <p>All electrics for the event are installed or carried out by a competent person.</p>		
<p>Inadequate lighting Unsafe Christmas/disco Lights How: Fire electrocution</p>		<p>Ensure adequate suitable lighting is available – especially outside at night, and inside temporary structures etc.</p> <p>Christmas lights comply with electrical requirements, with either 2 layers of insulation or operate at low voltage to current EU standards. LED Christmas lights are used.</p> <p>Disco lights are safe and PAT tested/brand new (documentation is available to substantiate this e.g. a guarantee or receipt).</p>		

			Stage lighting is only erected and operated by competent persons		
Generators How: Burns			<p>Generators to be situated away from public access and secured away from the public.</p> <p>Diesel generators only are used. Manufacturers' instructions are followed.</p> <p>Only competent, designated persons to refuel the generator. Care should be taken to avoid environmental contamination and slipping hazards caused by spillages.</p> <p>Petrol generators are not permitted</p>		
Collision with vehicles How: Injuries caused by moving vehicles			<p>Arrangements are made for parking to ensure segregation of pedestrians from vehicles.</p> <p>Staff/volunteer/stall holders access site prior to opening of fair.</p> <p>All vehicles are removed from the site of the event 30 minutes before opening at the latest.</p> <p>Catering outlets/fairground attractions are located away from entry or exit points.</p>		

		<p>Ambulance, if available, is given a location to provide quick easy exit from the event away from pedestrians.</p> <p>No vehicles are permitted into the main event site once the fair/event is open.</p> <p>Parking is not offered within the school grounds.</p> <p>Designated signed parking areas are clear and defined.</p> <p>Wherever practicable, pedestrians are kept apart from vehicles by providing separate entry and exit points. Where this is impractical, suitable clear, large, warning signage is erected at all such points.</p> <p>All pedestrian routes are clearly marked and well maintained during the event.</p> <p>Improved lighting and ground conditions may be required and a speed limit imposed on all vehicles.</p> <p>Mandatory 5 mph speed limit enforced by signs.</p> <p>A one-way traffic system is in place to avoid vehicles having to reverse.</p>		
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			<p>Specially designated area is provided for disabled parking near the entrance.</p> <p>As in any car park, onus is on the driver to take care when manoeuvring.</p> <p>Parking attendants/marshals are in place to ensure pedestrians are kept separated from vehicle routes and to direct cars etc. as they arrive (including late arrivals).</p> <p>Marshals work in pairs and are provided with high visibility vests/jackets which are worn at all times.</p> <p>Marshals are provided with mobile phones or radios to summon assistance if required.</p> <p>The number of marshals for the event are.....(include this number for the event to which the risk assessment relates)</p>		
<p>Crowd management</p> <p>How:</p> <p>Pinch points</p>			<p>PA system in place.</p> <p>Appropriate number of clearly identifiable marshals on site with radio system/mobile phones to summon assistance.</p>		

<p>over-crowding</p> <p>potential conflict re entry</p>		<p>Staff aware of violence policy</p> <p>Information, instruction, training and supervision provided.</p> <p>Briefing provided prior to the event.</p> <p>Children are not permitted entry if they are unaccompanied by an adult.</p> <p>Steps are taken to try to prevent alcohol being brought into the event by the public/pupils.</p>		
<p>Public going astray – inside and outside buildings</p> <p>How:</p> <p>Lack of clear direction/signage as to event stalls, location of exhibits etc.</p> <p>Accidents playing on unsupervised play equipment</p>		<p>Provide appropriate direction and ‘No Entry’ signage</p> <p>Staff available as stewards / marshals.</p> <p>Access is restricted to any areas of the school where visitors are not intended to be at the fair e.g. locking D&T workshops etc.</p> <p>Any ponds are fenced off and locked securely during any events.</p> <p>Any school play equipment that can be accessed at the event, but will not be supervised is removed from the site or secured</p>		

Drowning in ponds.					
<p>Fire</p> <p>How:</p> <p>Burns</p> <p>Smoke injuries</p>			<p>The organising committee ensure that a separate fire risk assessment is carried out for the event to include:</p> <ul style="list-style-type: none"> • Identifying combustible materials and sources of ignition • Checking that the fire would be detected in a reasonable time and people warned • Checking that there are sufficient, appropriate emergency exits • Checking that people including persons with disabilities who may be in the building/marquees etc. can get out safely • Checking that people at risk know what to do if there is a fire • Ensuring that there is adequate fire fighting equipment and that it has been adequately maintained. • Taking steps to remedy defects found. 		

			<p>The LFB are notified of the event in advance.</p> <p>Roads/emergency exits are patrolled and kept clear by identifiable marshals carrying mobile phones/radios to enable them to summon assistance if necessary.</p> <p>Public address system available to broadcast any evacuation instructions.</p>		
<p>Fire safety – indoor events/inside marquees</p> <p>How:</p> <p>Fire</p> <p>Blocked/obstructed fire exits, alarm procedure etc. not known</p> <p>Fire doors wedged open</p> <p>Exceeding safe exit capacity at events</p>			<p>Fire exits / escape routes are kept clear and unlocked at all times, including setting up of the event, the event itself, and until everyone has left the premises.</p> <p>Emergency Gangways are clearly marked on both Contractors' or exhibitors floorplans and within the school itself during Build-up and Breakdown.</p> <p>Fire doors are not wedged open.</p> <p>Fire exits and escape routes are clearly signed.</p> <p>Ensure event staff are aware of fire procedures.</p> <p>All helpers are instructed in evacuation procedures.</p>		

<p>Other emergencies such as bomb threat, Assault with weapons etc.</p>		<p>The numbers of people are controlled to ensure safety and that exit capacity is not exceeded.</p> <p>At least 1.5 metre width free space is available in all aisles and routes forming part of the means of escape.</p> <p>Doglegs and bottlenecks are avoided in aisles and a good eye-line is established for visitors to easily see emergency signage and the exit route in event of an emergency.</p> <p>Exit routes are not restricted by tables/seating to take entry fees etc.</p> <p>Seating is safe and erected so as to allow sufficient routes for escape etc. and does not exceed capacity.</p> <p>Where seating is in rows of 10 or more seats, seating is linked (where the chairs are not designed to link, cable ties can be used at the front. This prevents the chairs tipping back into the row behind and blocking the access for others trying to escape).</p> <p>Sufficient extra fire extinguishers are available for additional fire hazards – outside stalls etc.</p>		
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			<p>Designated assembly points are made clear and known by all staff, contractors, volunteers etc. Information boards are available for the public and the PA system if available is used to convey emergency messages.</p> <p>The procedure for contacting the emergency services is agreed and known including details of how the emergency services are to be contacted and by whom.</p> <p>Mobile phone is issued to person responsible and access to a land line available to them.</p>		
<p>Inadequate first aid provision/ Accidents made worse through lack of first aid provision</p>			<p>Reasonable provision for First Aid and medical cover at the event is ensured. The level of cover is determined by assessing the risks of the proposed event.</p> <p>Number of qualified first aiders for this event is.....(state the number for the event to which the risk assessment relates).</p> <p>When large numbers of contractors are present over a short period of time or dispersed over a large area, where there are 24-hour working, young or excitable visitors, hazardous exhibits or</p>		

			<p>displays, then the First Aid cover is significantly increased</p> <p>Event staff are made aware of emergency procedures.</p> <p>Location of first aid facilities are made clear to all staff and helpers.</p> <p>Steps are taken to ensure first aid equipment is available on the day (i.e. not in a locked part of the school).</p> <p>Signage showing the location of first aid is available at the event.</p>		
<p>Child protection</p> <p>How:</p> <p>stallholders/staff place children at risk</p>			<p>Stallholders/children's entertainers are CRB checked where appropriate.</p> <p>Volunteers/staff are advised not to be left alone with a visitor or child during the event.</p> <p>Ensure entertainer qualified or certificated where appropriate.</p>		
<p>Toilet provision</p> <p>How:</p> <p>Inadequate</p>			<p>Enough adequate toilets and handwashing facilities are provided for the event.</p> <p>Additional portaloos are provided if necessary.</p>		

Not kept clean		<p>Regular checks are made of the toilets to ensure cleanliness and hygiene throughout the event.</p> <p>Ensure these are appropriately signed</p>		
<p>Provision of goods</p> <p>How:</p> <p>Inappropriate goods for children on sale / raffle prizes etc.</p> <p>Sale of unsafe goods</p>		<p>Prior information to stallholders on no knives/alcohol/ solvents/unsuitable material for children etc.</p> <p>Monitoring of the sale of these items takes place throughout the event. Any such items are taken off sale and removed to a place of safety.</p> <p>The following items are NOT sold:</p> <ul style="list-style-type: none"> • Child safety products or items used for children or babies that may have safety implications e.g. car seats, buggies, stair gates etc. • Electrical items • Toys that are not CE marked. • CE marked toys unless they are in good condition • Pirated films or music etc. • Knives, solvents, alcohol etc. 		

<p>Brought-in hazards</p> <p>How:</p> <p>hazards not properly identified/assessed prior to the event</p> <p>Overloading of stalls</p> <p>Collapsing tables</p>		<p>Liaison with stallholders to identify such hazards before event</p> <p>Separate risk assessment of potentially more hazardous activities (bouncy castles etc.) are undertaken – see below.</p> <p>Checks are made to ensure that any hired equipment matches the risk assessment provided by the hire company to ensure safety.</p> <p>Instructions for safe use are provided and followed.</p> <p>Manufacturer’s instructions and risk assessment are always followed.</p> <p>Checks are made to ensure that the provider has public liability insurance of a minimum of £5 million.</p> <p>The people who use it are competent.</p> <p>Any hazards are supervised at all times.</p> <p>Steps are taken to ensure that tables are not overloaded during the event.</p> <p>The advice of the health and safety section is sought where necessary.</p>		
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<p>Santa's Grotto</p> <p>How:</p> <p>Fire</p> <p>Child welfare/abuse</p>		<p>See lighting and work at height above.</p> <p>Decorations are kept away from sources of ignition and do not restrict exits.</p> <p>Manufacturer's instructions are followed for the use of aerosols e.g. silver and gold.</p> <p>Any helpers who may have close contact with children to be CRB checked.</p> <p>Father Christmas etc. to be CRB checked and never alone (accompanied by helpers at all times).</p>		
<p>Catering - food or drink</p> <p>How:</p> <p>Food poisoning</p> <p>Allergic reaction</p> <p>Fire</p> <p>Explosion</p> <p>burns</p>		<p>All catering to comply with the Food Safety Act 1990, the Food Hygiene (England) Regulations 2006 and Regulation (EC) No. 852/2004.</p> <p>Prior vetting of any outside catering firms takes place including checks to ensure that caterers are registered with their local authority and that the last inspection found the business to be satisfactory in terms of compliance with food legislation.</p> <p>Ingredients are clearly displayed.</p>		

			<p>Ensure correct food hygiene procedures are in place.</p> <p>Caterer/volunteer identifies food safety hazards and critical control points. Safety controls are in place and maintained.</p> <p>Access to handwashing facilities is provided.</p> <p>Food thermometer probes are available to ensure food thoroughly cooked and piping hot all the way through.</p> <p>Lidded cups are available for hot drinks/seating areas are provided near to the sale of hot drinks.</p> <p>See also health and safety gas cylinders etc. see big red book</p> <p>Fire extinguishers are made a mandatory requirement in all catering units.</p>		
<p>Barbeques</p> <p>How:</p> <p>Fire</p> <p>Burns</p>			<p>Barbeque to be fenced/secured off to public and supervised at all times.</p> <p>Ashes to be removed from site when cold.</p> <p>Gloves to be worn.</p>		

<p>Damage to property, trees etc.</p> <p>Food not cooked properly</p> <p>Ingesting fire lighting products</p>		<p>Fire extinguisher and/bucket of sand to be placed next to barbeque area.</p> <p>Stall holder knows where handwashing facilities are and cold water in the event of a burn injury.</p> <p>Raw food kept separate from cooked food.</p> <p>Cross contamination avoided.</p> <p>Protective clothing worn.</p> <p>Food thermometer probe available to ensure food thoroughly cooked and piping hot all the way through.</p> <p>Surfaces kept clean with antibacterial spray.</p> <p>Barbeque is supervised at all times.</p> <p>No lighting liquids to be used, only lighting blocks.</p>		
<p>Bouncy castles etc.</p> <p>How:</p> <p>Falling/tripping or colliding with other users</p>		<p>Only bouncy castles with a current PIPA certificate, displaying a current PIPA tag are used. The HSE also recognises the inspection scheme by ADIPS. PIPA tags are uniquely numbered and can be checked for validity on this site</p>		

<p>Inflatable not secured properly</p> <p>Children/vandals accessing generator or fuel and causing fire or having an accident.</p>		<p>N.B. The inspection scheme by a competent person prior to first use and annually thereafter provides fundamental confidence in the equipment itself, but it is important to realise that safe operation is not verified by PIPA.</p> <p>The guidelines contained in EIS7 issued by the HSE as explanatory guidelines for the industry and expanded on the 1974 Act in relation to inflatable play equipment are followed.</p> <p>Instructions on the safe operation and use of the inflatable play equipment are obtained and followed, including pressure etc.</p> <p>Bouncy castles or inflatable equipment is only hired from reputable companies/operators.</p> <p>Checks are made to ensure that they are a member of a relevant association e.g. AIMODS, NAIH or BIHA.</p> <p>Consideration of which inflatable to hire is made on the basis of the safest - not the cheapest.</p> <p>The company hiring the equipment has ADIPS or PIPA certificates.</p>		
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		<p>The company has Public Liability Insurance up to £5 million minimum.</p> <p>The company are asked to provide a risk assessment for the bouncy castle(s) prior to the event.</p> <p>Regard is always had to the equipment's intended use.</p> <p>Different designs are appropriate for different ages. Any advice from the hirer or manufacture on suitability of different ages is followed.</p> <p>Users that are outside the intended weight or height range are not permitted to use the inflatable as they could injure themselves and other users.</p> <p>The blower unit is always positioned at 1.2 metres distance away from the inflatable as Serious injury can occur if a user strikes the blower unit.</p> <p>The blower unit is not tampered with.</p>		
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		<p>A check is made on delivery that the equipment offered has a current test certificate and PIPA tag.</p> <p>The validity of the PIPA tag is checked if different from the inflatable originally offered.</p> <p>The hirer should set it up or the hirer should provide detailed instructions.</p> <p>The person responsible for its safe use must be competent in the working of the device e.g. how to operate safe loading, system to ensure safety of users and onlookers, safe assembly where applicable.</p> <p>Steps are taken to ensure it is properly anchored down. The bouncy castle is not erected or use in high winds.</p> <p>Surround mats are provided and used.</p> <p>The limitations of use (max. user height etc.) are always determined prior to use and followed.</p> <p>Checks are made to ensure that the equipment includes a label for any limitations of use.</p>		
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		<p>Children are supervised at all times by a responsible adult.</p> <p>Access to the device is properly controlled.</p> <p>In particular, the operator and attendants carry out the following instructions:</p> <ul style="list-style-type: none"> • Ensure that users remove footwear (except socks) and any other hard, sharp or dangerous objects (such as buckles, pens, purses, badges etc). Glasses are best removed; • Do not allow users to consume food or drink or chew gum on the device; • Do not allow users to obstruct the entrance or exit of any inflatable device. Do not allow anyone to play on the step or front apron of a bouncy castle; • Do not allow users to climb or hang on the walls; • Do not allow users who do not conform to height restrictions to use the device; • Keep the entrance/exit areas clear of onlookers so that the operator or attendant has a 		
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		<p>clear view and can ensure that users enter/exit safely;</p> <ul style="list-style-type: none"> • Keep users off the device when it is being inflated or deflated. <p>The operator and attendants watch the activity on the inflatable constantly. They use a whistle or other signal and take action at the first sign of any misbehaviour.</p> <p>Somersaults and rough play are not allowed.</p> <p>Steps are taken to ensure that the equipment is not overloaded with users.</p> <p>Larger, more boisterous users are separated from smaller ones.</p> <p>The number of users at any one time is limited to allow each user enough room to play safely.</p> <p>The device is deflated when not in use.</p> <p>Diesel generators only are used. petrol generators are not permitted.</p> <p>See above regarding electricity supplies.</p>		
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Swing boats		<p>Only swing boats which have been designed and constructed by an organisation or competent specialist engineer whose business it is to make such equipment are used.</p> <p>The equipment is regularly inspected and maintained by a suitably qualified engineer who can make a professional judgement on the safety of the equipment.</p> <p>The company hiring the equipment has ADIPS certificates.</p> <p>The company has Public Liability Insurance up to £5 million minimum.</p> <p>Care is exercised on the siting and erection of such apparatus.</p> <p>Event to be supervised at all times.</p>		
Pony rides How: User falling off Loss of control of pony		<p>Only horses from licensed riding establishments are used.</p> <p>The company has Public Liability Insurance up to £5 million minimum.</p> <p>Only horses that are suitable for young children and inexperienced riders are used.</p>		

<p>Person bitten/kicked/trodden on by pony</p>		<p>The person operating the pony rides should carry out their own risk assessment and a copy be provided to the school prior to the event.</p> <p>Steps are taken to ensure that the risk assessment includes:</p> <ul style="list-style-type: none"> • condition of the tack to ensure it is safe and free from any defects. • Riding hats are used and these comply with EN 1384, ASTM F1163 or higher or BSI Product Approval Specification (PAS) 015. • Rides are only permitted if the riding hat is used and properly fitted. • Only one pony is used at a time. • Groom or staff are experienced handlers and are able to control the pony. • Groom or staff to walk along side of pony. • Halter and lead rein to be used at all times. • Manual handling has been considered. 		
<p>Go-karts How:</p>		<p>The company providing the go-carts provide a full written risk assessment.</p>		

<p>User falling off kart Kart hitting pedestrians or other karts/barriers Skidding Entrapment Horseplay Fuel use/storage</p>		<p>All control measures identified are followed.</p> <p>The company has Public Liability Insurance up to £5 million.</p> <p>Careful consideration is given to the siting of the track.</p> <p>Perimeter barriers designed to provide energy-absorbing and to avoid vehicles climbing.</p> <p>An instructor safe refuge or a water-filled barrier provided.</p> <p>Instructors wear high visibility clothing.</p> <p>Full safety harness and correctly fitted suitable head protection are provided and worn.</p> <p>Pupils advised of appropriate clothing prior to the event.</p> <p>Hair below shoulder length is tied back.</p> <p>Loose clothing that could become entangled is removed.</p> <p>Closed in shoes with sturdy soles are worn.</p> <p>Petrol driven karts are not permitted.</p>		
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		<p>The manufacturers' recommendations for operation are followed.</p> <p>Any age restrictions are followed.</p> <p>All karts are well maintained and regularly serviced.</p> <p>Pre-start safety checks are carried out by the company.</p> <p>Instructions are given to and understood by users before the activity takes place to ensure safety, including safe driving techniques and key safety requirements, warning signs and signals.</p> <p>Instructors ensure participant's seat is correctly adjusted and/or seat insert is used to ensure comfort and safety.</p> <p>Track surface checked prior to the start of each session to ensure cleared of any loose materials, debris etc.</p> <p>Each participant to conduct a test drive including a controlled break test.</p>		
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		<p>Both hands to be kept on steering wheel at all times when driving the kart, except when assistance is required or when signalling.</p> <p>Participants to remain seated in the kart at all times until instructed.</p> <p>Go-karting is supervised at all times to ensure that rules are complied with.</p> <p>1:1 supervision is provided whilst driving.</p> <p>Spectators are not permitted onto the track.</p> <p>Safety signs are displayed.</p> <p>No one is permitted on the track whilst in use.</p> <p>Unauthorised entry to the track is monitored and driving is ceased immediately e.g. by waving a red flag in the event of unauthorised entry onto the track.</p> <p>Green flag used to indicate driver to slow down.</p> <p>Movement on and around a track is done safely and supervised.</p> <p>Karts travel in a clockwise direction only.</p>		
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		<p>Remote control engine cut out available where possible.</p> <p>Limit of two karts in use at any one time.</p> <p>Karts travel at a relatively slow speed, less than 10mph.</p> <p>In the event of a collision, instructor to assess whether to stop vehicles e.g. to rebuild a barrier, or allow continued, but controlled use, such as under a warning flag.</p> <p>Instructors check and monitor track conditions and safety barriers.</p> <p>Sessions are ceased if conditions cause safety to be adversely affected e.g. excess surface water.</p> <p>The activity is secure when not in use to prevent unauthorised use.</p> <p>Fire extinguishers are present at the site.</p> <p>Fire blankets are placed around the track as necessary.</p> <p>First aid kit is available.</p>		
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Hazards (potential to cause harm & consider how a person may be hurt)	Existing controls	Risk rating	Further controls necessary	Target date and by whom	New risk rating
Fair ground rides How: Fire Electric shock Burning Being hit by moving rides			Competent persons to operate and supervise equipment. Rides are properly supervised to deny access while moving and allow room between rides for access. Attractions placed to allow room for emergency vehicles to gain access. Operator to have Public Liability Insurance of £5 million minimum. All rides must have current health and safety certificates of inspection and testing where applicable. Erecting and dismantling to take place when all members of the public have left the site.		
Seaside photo board/stocks How: Improper construction of board leading			Board/stocks constructed out of suitable materials to ensure it is sufficiently robust for the use it is going to be put to. Any working of the materials will leave the board safe for use i.e. no sharp edges or splinters present.		

<p>Unstable board</p> <p>Strangling</p>		<p>Attention is given to stability (including high winds & persons leaning on structure) and any risk of overturning, or trapping is avoided.</p> <p>Consideration is given to ease of assembly and movement to prevent manual handling injuries.</p> <p>Event to be supervised at all times.</p>		
<p>Face painting</p> <p>How:</p> <p>Allergic reaction</p> <p>Conjunctivitis</p> <p>Infection</p>		<p>Staff or volunteers are aware that some persons can have adverse reactions to the materials used.</p> <p>The guidance and advice given by the manufacturer of the paint is always followed.</p> <p>Face paints are only purchased from a reputable supplier.</p> <p>A sign is displayed in a prominent position re-stating the warnings and advice issued by the paint manufacturer.</p> <p>The parent's permission is always obtained before painting any child's face.</p> <p>Staff to ensure all parents/guardians sign a consent form which includes a statement that they do not suffer from any allergies and have no skin conditions etc.</p>		

			<p>Checks are made to ensure that the subject does not have sensitive skin, eczema, cold sores, conjunctivitis or any open cuts or sores.</p> <p>If the child has allergy/skin condition then face painting is not carried out on them.</p> <p>The water is changed regularly.</p> <p>Brushes and sponges are rinsed frequently.</p> <p>Parents are advised to remove the paint after 2-3 hours.</p> <p>Queues are organised far enough away from those painting to ensure that they do not get knocked whilst painting.</p>		
<p>Temporary tattoo transfers</p> <p>How:</p> <p>Allergic reaction</p> <p>Using dirty water/sponge</p>			<p>Only non-toxic , safe temporary tattoo transfers are used.</p> <p>Transfers are only purchased from a reputable source.</p> <p>The manufacturer's instructions are always followed.</p> <p>Very occasionally an allergy may appear using temporary tattoo transfer. Staff and volunteers are made aware of this.</p> <p>A sign is displayed in a prominent position re-stating the warnings and advice issued by the manufacturer.</p>		

		<p>Parents are advised that the transfers are only temporary and will rub off over time.</p> <p>Parents are advised that the tattoo can be removed easily using cold cream, baby oil or rubbing alcohol, whichever is more suitable for their skin.</p> <p>The parent's permission is always obtained before applying a temporary tattoo transfer.</p> <p>Staff to ensure all parents/guardians sign a consent form which includes a statement that they do not suffer from any allergies and have no skin conditions etc.</p> <p>Checks are made to ensure that the subject does not have sensitive skin, eczema, cold sores, conjunctivitis or any open cuts or sores.</p> <p>If the child has allergy/skin condition then the temporary tattoo transfer is not applied. Checks are made to ensure the skin is clean and dry before application.</p> <p>A clean damp sponge is used to apply the transfer. The sponge is replaced immediately if contaminated by dirt or body fluids.</p> <p>Clean water is available for soaking the sponge and is replaced regularly.</p>		
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<p>Colouring hair</p> <p>How:</p> <p>Allergic reaction</p> <p>Dermatitis</p> <p>Cancer</p>			<p>The advice of the health and safety service should be sought with details of the product proposed.</p>		
<p>Chocolate fountain</p> <p>How;</p> <p>Electrical hazards</p> <p>Contamination of the chocolate</p> <p>Transmission of infections</p>			<p>The chocolate fountain used is electrically safe (brand new – guarantee/receipt available or PAT tested).</p> <p>The equipment is clean and hygienic.</p> <p>Trip hazards from the lead are avoided, and any cable suitably covered to prevent trip hazards.</p> <p>Careful consideration is given to the location of the chocolate fountain to ensure adequate space and ability to cleanse surfaces.</p> <p>The manufacturers instructions are followed.</p> <p>Use of skewers is supervised and used skewers are disposed of immediately after consumption.</p> <p>Adequate bins are provided for all waste.</p> <p>Signs are placed by the chocolate fountain regarding allergies.</p> <p>Use of nuts is prohibited.</p>		

		<p>Fruit/sweets/cakes that are used to dip into the chocolate fountain have been prepared in hygienic conditions and all fruit washed as necessary.</p> <p>All those replenishing stocks and adding chocolate to the fountain maintain good hygienic practices, particularly hand washing.</p> <p>Double dipping is prohibited (sticks are not allowed to be eaten from and then re-dipped back into the chocolate).</p> <p>Dipping fingers into the fountain is prohibited.</p> <p>“One stick one dip” only is supervised. A fresh skewer is used each time the fountain is used.</p> <p>Grapes present a slipping hazard and so use of grapes is supervised.</p> <p>Non slip mats are used in front of the chocolate fountain and all food debris regularly cleaned up.</p> <p>Cups/plates are provided to hold underneath skewers to catch chocolate drips/fruit.</p> <p>Power to the chocolate fountain is disconnected prior to any cleaning.</p>		
<p>Popcorn machines Candyfloss machines</p>		<p>The hirer of the equipment should provide a written risk assessment prior to the event.</p>		

			<p>The manufacturer's instructions and risk assessment are followed.</p> <p>The popcorn/candyfloss machine is supervised at all times.</p>		
<p>Display of animals/birds</p> <p>Pets corner</p> <p>How:</p> <p>Animal bites</p> <p>Stroking animals and then touching the mouth/eating food</p> <p>Zoonosis</p>			<p>Company bringing in animals should provide a risk assessment prior to the event.</p> <p>Clear routes in and times for arrival and dispersal agreed.</p> <p>First aiders available on site and veterinary advice available on call.</p> <p>Animals are supervised at all times by experienced personnel throughout.</p> <p>Animals are only handled under the guidance and supervision of experienced handlers.</p> <p>Only animals with a docile temperament are used.</p> <p>Running water and soap supplied.</p> <p>Signs up regarding hand washing.</p> <p>Hand washing supervised.</p> <p>No food is allowed to be taken into the area.</p> <p>Expectant mothers advised to stay away from sheep in the lambing season.</p>		

		<p>Refer to HSE information sheet “Avoiding ill health at open farms – advice to farmers (with teachers supplement)”. Schools are advised to follow precautions outlined in HSE guidance.</p> <p>Additional information:</p> <p>DfES letter to schools dated 9 June 1997: Pupil visits to farms: health precautions”.</p> <p>DfES good practice guide “Health and Safety of Pupils on Educational Visits” 1998. Also, H&S info Bulletin 7.</p> <p>Emergency plans prepared in case of escape and disease.</p>		
<p>Dog show</p> <p>How:</p> <p>Uneven ground</p> <p>Dog health/injuries</p> <p>Heat exhaustion</p> <p>Dog faeces</p> <p>Tripping over dog show rings</p>		<p>Checks are made for ruts or holes prior to the event, and filled in if required.</p> <p>A veterinarian is available on call.</p> <p>A quarantined area is available with dog first aid equipment.</p> <p>Water is available on site and signposted.</p> <p>All faeces is immediately collected and placed in refuse sacks and safely disposed of.</p> <p>Hazard tape is wrapped around rings.</p>		

<p>Alcohol</p> <p>Drunken behaviour</p> <p>Accidents through alcohol use</p> <p>Under age drinking</p>		<p>Alcohol is not prohibited at school events.</p> <p>Alcohol is sold at the event, and a Temporary Event Notice (TEN) has been sought.</p> <p>Terms of the TEN to be complied with.</p> <p>Applicant to remain throughout the event.</p> <p>Maximum permitted number 499.</p> <p>Challenge 21 applied.</p>		
<p>Sponsored walk/run</p> <p>How:</p> <p>Tripping/falling on uneven ground</p> <p>Dehydration/heat exhaustion</p>		<p>Route is checked before walk/run commences. Any hazards are clearly identified and removed/remedied where possible.</p> <p>Check for ruts or holes prior to the event, fill in if required. Clear the area of any litter, glass or dog faeces.</p> <p>Remove stones, level mounds which are in the actual route.</p> <p>Residual hazards are clearly identified, cordoned and signposted.</p> <p>Drinks and access to a fresh supply of free drinking water is provided.</p> <p>Consider cancelling walk/run in extremely hot temperatures.</p>		

			<p>Shade provided to cover participants waiting e.g. gazebos.</p> <p>First aiders advised of time of sponsored event and provisions made to ensure adequate first aid cover.</p>		
<p>Children's races</p> <p>How:</p> <p>Slipping</p> <p>Tripping</p> <p>Falling</p>			<p>Inspect ground prior to races to ensure no stones, pot holes, mounds are in actual race area.</p> <p>Clear the area of any litter, glass or dog faeces.</p> <p>First aiders advised of time of races and provisions made to ensure adequate first aid cover.</p>		
<p>Mini soccer/ 5-a-side football</p> <p>How:</p> <p>Football hitting person</p> <p>Sports injury</p>			<p>Small pitch, soft balls, and limited numbers of players allowed at any one time ensured.</p> <p>All games are fully supervised.</p> <p>Fully qualified referees are available on site.</p> <p>Similar age groups play together.</p>		
<p>Goal scoring</p> <p>How:</p> <p>Football hitting person</p> <p>Sports injury</p>			<p>Goal carefully located so that people do not walk behind at risk of balls hitting them.</p> <p>Soft balls used.</p> <p>Goal shooting fully supervised at all times.</p> <p>Only one person trying to shoot goals at a time.</p>		

			Fully qualified referees are available on site.		
Coconut shy How: People getting hit by balls Children throwing coconuts trying to break them open			<p>Adequate and appropriate safety netting is positioned around the shy. (this should protect against even the worst aimed shot!)</p> <p>Location carefully selected and area fenced off.</p> <p>Event to be supervised at all times. Control over participants is essential as balls can cause serious injury.</p> <p>To avoid children trying to smash coconuts they have won in the school grounds so that they can eat them straight away, they are offered a prize of a coconut that has already been broken up in a bag.</p> <p>Children asked not to break them open during the event by trying to throw or smash them in the event site but to wait until a parent can help at home.</p>		
Crockery smashing How: People being hit by stray balls Cuts through handling broken crockery/pieces			<p>Location carefully selected and area fenced off.</p> <p>Adequate and appropriate safety netting is positioned around crockery smashing stand (this should protect against even the worst aimed shot!).</p> <p>Stand is constructed out of suitable materials to ensure it is sufficiently robust for the use it is going to be put to.</p>		

<p>of broken crockery flying out of stand</p>		<p>Any working of the materials will leave the board safe for use i.e. no sharp edges or splinters present.</p> <p>Attention is given to stability (including high winds & persons leaning on structure) and any risk of overturning, fragments/broken pieces of crockery escaping or trapping is avoided.</p> <p>Consideration is given to ease of assembly and movement to prevent manual handling injuries.</p> <p>The participants should throw from a safe distance to avoid the risk of flying debris.</p> <p>Children are not permitted to collect debris.</p> <p>A suitable receptacle is available for broken crockery.</p> <p>Thick gloves are provided for each person supervising the stand.</p> <p>Event to be supervised at all times. Control over participants is essential as balls can cause serious injury.</p>		
<p>Ball pond How: Suffocation</p>		<p>Trained supervisors available at all times. Ensure children are supervised by parents at all times.</p> <p>Ensure children are not too small to use safely.</p> <p>Very small/shallow ball pond is ensured.</p>		

Dirty balls (urine, faeces, sick etc.)		<p>Numbers limited to ensure safety and a maximum age limit set to ensure older children do not put younger children at risk.</p> <p>Supervisors clean balls regularly/as required.</p>		
Hazardous waste		<p>Arrangements are made for the disposal of any hazardous waste as necessary.</p>		
<p>Security and lost children</p> <p>Theft from offices / classrooms etc</p>		<p>The main school office is available as an Information Point. During large outside events an alternative information point is set up which is clearly marked and situated within the main area of the event. All information points are manned by knowledgeable staff who can assist in the event of an emergency.</p> <p>Clearly identifiable marshals are available.</p> <p>Marshals are not alone with children, and a male and female member of staff work together.</p> <p>At large events involving a lot of exhibitors a Safety Bulletin outlining the major risks and control measures that will be featured on-site is prepared and given to all exhibitors.</p> <p>A tannoy system or megaphone is available to alert parents to a lost child.</p> <p>N.B. Overuse of the Public Address system to find lost persons or messages has the effect of de-</p>		

		<p>sensitising people to the messages. This can present problems when emergency announcements need to be made and acted upon. The use of the Public Address system is therefore kept to a minimum to ensure that important safety announcements are received.</p> <p>Lost property is handled at information points with lost and found items being logged in and out.</p> <p>Ensure all unused offices and classrooms are kept locked shut, or a member of staff designated to be present at all times.</p> <p>Security of cash floats / takings is ensured. Two persons staff each stall.</p> <p>Cash is held inside zipped bags.</p> <p>Cash is collected at regular intervals if necessary to prevent float becoming too high on a stall. Fully inconspicuous persons carrying mobile phones to summon assistance if necessary make the regular collections of cash.</p> <p>Stalls not to be left unattended at any time.</p> <p>Cashing up at the end of the fair is carried out in a secure location with access to telephones (mobile or landline).</p>		
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			For banking of takings see violence risk assessment under cash handling.		
Other specific exhibitions/stalls presenting risks/other hazards identified.....school to insert further rows as necessary					