

Risk assessment for Newton Poppleford Easter Egg Hunt 28.03.2024)

Organised by Newton Poppleford School PTFA

Venue: Newton Poppleford Primary School, School Lane, Newton Poppleford EX10 0EL

Assessment carried out by: Georgia Trengove (Secretary)

Date assessment was carried out: 23rd March 2024

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Done
Setting up and taking down	All volunteers	<p>Make sure that individuals do not do heavy lifting on their own.</p> <p>Carry one table between two people.</p>	Ensure there are enough volunteers to set up and pack away.	Teri	
Crowd management and ensuring space to limit close contact as per Government advice	All attending event	<p>Identified pinch points throughout the venue.</p> <ul style="list-style-type: none"> • Entry and exit from the venue • Queuing at raffle station and claiming Easter Egg prize. 	Stalls distanced as spaciouly as possible around site to ensure space to queue and socially distance.	Teri – PA Georgia	

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		<ul style="list-style-type: none"> • Refreshment areas and stalls • Toilets 			
Hygiene	As above	Identified areas of hygiene risk <ul style="list-style-type: none"> • Cash handling at stalls • Touch points – doors • Toilets • Microphone 	70%+ alcohol hand gel on all stalls and picnic tables. Cleaning spray and disposable towel at stalls to wipe touch points between customers and any games props. Bin liners to dispose of paper towels at all stalls. Doors enroute to toilets to be propped open to minimise touching and aid ventilation inside the school building. Fire marshal to close doors in the event of a fire. Toilets checked during hunt – main touch points disinfected. Microphone sanitised between uses.	Georgia/Teri	

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Risk of transmission in the school building for attendees using the toilets	As above	Identified touch points when moving through the building Identified pinch points when queuing for the toilets Making sure doors are propped open for ventilation to the building and easy access.	Internal doors to be propped open to reduce touch point areas. Teri and Kate to act as fire marshals in the event of a fire.	Teri	
Waste rubbish and clean up	As above	Identified need to dispose of rubbish from food stall (drinks cans etc..) and any other waste left behind. Provide bins to encourage appropriate disposal.	Volunteers cleaning up after event offered disposable gloves to use and hand gel made available.	Teri/Georgia	
General slips, trips, falls and minor injuries.	All attendees at risk of trips and falls	Identified areas of risk. Cables and extension lead across the site.	AI to ensure all trailing cables and extension leads are safely secured/ taped down. Monitored throughout fair to ensure continued safety.	Teri/Georgia	

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		<p>Extra woodchip placed down to prevent slips and fall at adventure island.</p> <p>Guides to show people how to the Easter egg hunt.</p> <p>Well-spaced out stalls.</p> <p>Secure all boards to mitigate risk of falling.</p>	<p>The layout of the stalls allows space and free movement with no obstructions.</p> <p>Qualified first aider on site at all times.</p>	<p>Rachel Helen</p>	
<p>Hampers</p>	<p>The glass may break and cut someone.</p> <p>Risk of out of date food.</p> <p>Risk of allergens.</p>	<p>Use paper to mitigate the risk of glass breaking and alcohol.</p> <p>Check sell by date on products when constructed the hampers.</p> <p>Make sure attendees are aware of allergens present in hampers.</p>	<p>Store the hampers in a safe and appropriate place out of the reach of children.</p>	<p>Georgia</p>	

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	Risk of injury from carrying heavy hamper.	Make sure the hampers aren't over packed and have suitable packaging.			
Easter egg hunt	Risk of allergens. Risk of injury Risk of lost children	Make sure helpers are aware of the allergens. Provide alternatives for allergens. Helpers to support children with the Easter egg hunt.	Checked with the school office of the number of children with allergens and provided suitable replacements. No nuts or sesame in products and dairy free options available to the children with dairy allergy. See information below.	Teri	
Bad weather forecast	All attendees.	To place more woodchip to prevent slips on the grass to prevent slips. Possibly move the Easter egg hunt indoors/tarmac ground therefore less chance of hazards.	To check the weather forecast the week leading up to the event.	Teri/Georgia	
Lost child at event	All attendees	All activities confined to the school building and school outdoor space which is secure.	All stall holders and volunteers to support action.	Teri/Georgia	

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		PA system available for announcements.			
Trespassers entering the school site	Individuals may cause harm to themselves or others or damage the school site.	Tickets sold in advance so that we know how many adults and who is attending.	Main school gate is only to remain open whilst attendees arrive and during this time it must be manned to prevent unlawful entry. Once all attendees have arrived the gates must be shut. The inner door by reception into the school must remain closed at all times. All other gates to remain closed at all times.	Teri/Georgia	
Fire or other emergency	All those attending	Not using the kitchen so therefore no use of gas.	<p>Ensure fire doors are not blocked or propped open.</p> <p>Ensure organisers are aware of fire points and extinguishers.</p> <p>In case of an emergency, all people attending the Easter Egg Hunt will be told to evacuate to the playing field where we will do a head count. Sian who is leading the event will tell</p>	Teri/Georgia	

			attendees where the fire exits are. A member of the PTFA will check the toilets and other areas where attendees may be present when the site is evacuated.		
Issues with the site	Anyone attending the event	<p>The organisers will be given a site tour by the Headteacher if they are not already familiar with the site.</p> <p>Should any issues arise during the course of the evening then the organisers will have contact details for the School Caretaker who will be onsite for the duration of the event.</p>		Teri/Georgia	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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