

Risk assessment for Newton Poppleford Easter Hop 29.03.2014-16.04.2024)

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	Make sure all posters are attached the trees securely therefore do not blow away or get damaged. Make sure the posters are collected when the trail period is over	Make sure the posters are laminated.	Teri/Georgia	
Waste rubbish and clean up	As above	People doing the trail will be in charge of their own litter.	Teri or Georgia will collect the posters after the event and make sure the trail is left clear.	Teri/Georgia	

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
<p>General slips, trips, falls and minor injuries.</p>	<p>All attendees at risk of trips and falls</p>	<p>Identified areas of risk.</p> <p>Attendees of the trail will be responsible for their own groups as they are individually led activity. There will be a map and directions to follow.</p> <p>Explain to all attendees if they cross fields with livestock they cross calmly and quietly, keeping the group together. Be prepared to divert around livestock if necessary. Follow the Countryside Code (England & Wales) and Access Code (Scotland). Leave gates and property as you find them. Check paths are suitable for a group to use safely and make changes if necessary. Follow any local warnings or signs, and advise walkers to keep away from the edge.</p>	<p>Check for muddy/slippery sections on the recce and adapt the route if necessary. Advise walkers to bring suitable footwear for the conditions.</p> <p>Teri's contact detail will be available to attendees to the trail in case of an emergency.</p>	<p>Teri/Georgia</p>	

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
Brownie prize	Risk of allergens.	<p>Make sure helpers are aware of the allergens.</p> <p>Provide alternatives for allergens.</p> <p>Helpers to support children with the Easter egg hunt.</p>	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.	Laura	
Bad weather forecast	All attendees.	Attendees can choose when to complete the trail therefore it can be completed on a sunny day.	To check the weather forecast the week leading up to the event.	All attendees	
Lost child at event	All attendees	Attendees will be supervised by a responsible adult.	Supervising adult to make sure children are visible when walking.	All attendees	
Traffic on Back Lane	All attendees	Attendees will be aware on the map that this is a road therefore need to be vigilant of oncoming traffic.	Supervising adult to make sure children are visible when walking.	All attendees	
Notification to the Parish Council of event	Parish Council	Teri has spoken to the Chair of the Parish Council Susan Tribble and has confirmation that the event can take place as long as the		Teri/Georgia	

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
		posters are removed after the event.			

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

Published by the Health and Safety Executive 09/20