**Example risk assessment**

Location, activity, or issue being looked at: Outdoor Events – School Fete Date: …………………………………

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| Hazard (something with the potential to cause harm) | What could go wrong? | Who may be harmed? | What is done now, that helps control the risk? | Is the risk still high, medium or low? | What extra controls need to be put in place? | By when? | By whom? |
| Vehicle movements | Collisions with other vehicles and pedestrians | Staff, public, contractors | * vehicle and pedestrian access and egress are separated
* event starts at 12 noon. Vehicle movements between 9am – 1130am.
* event closes at 3pm. Vehicle movements from 3.30pm – 4.30pm
* during periods of movements vehicles only travel in one direction at set times.
* site speed limit 10MPH
* no vehicle movements during the event.
 | Medium | * vehicle marshalling to be introduced
* marshals to wear high visibility vests/jackets
* site to be cleared of pedestrians after event before vehicles are admitted
* only marshals in high visibility to be in the area during vehicle movements.
 |  |  |
| Lack of access for emergency services. | Delay in casualty receiving first aid | Staff, public, contractors | * clear route kept for emergency vehicles through playground
* access to playground parking is for organisers and exhibitors only
* gates are secured at 11.30 to prevent others from parking in clear route.
 | Medium | * incorporate this into an events emergency action plan.
 |  |  |
| Insufficient and/or unsuitable first aid cover | Untrained person(s) administering first aid | Staff, public, contractors | * first aid equipment on site and close to use
* designated qualified first aiders.
 | Medium | * risk assessment for differing events to gauge the varying activities and numbers that will attend and ensuring suitable and sufficient first aid cover.
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| The use of external companies for activities | Various injuries | Staff, public, contractors | * the school followers KCC’s Management of Contractors Policy.
 | Medium | * school to extend this policy for events organised in partnership with other organisations.
 |  |  |
| Intrinsic hazards from outside companies’ activities. | Various injuries. | Staff, public, contractors. | * KCC’s Management of Contractors Policy. Including method statements, risk assessments and public liability insurance.
 | Medium | * view and copy all information
* set-up an events folder where all documentation is kept centrally.
 |  |  |
| Intrinsic hazards from school run activities. | Various injuries. | Staff, public, contractors. | * risk assessments for school-based activities.
 | Medium | * set-up an events folder where all documentation is kept centrally.
* train staff on the risks and control measures in place.
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| Poor supervision of event and children | Unsupervised children. Unsafe working practises | Staff, public, contractors | * none at present.
 | Medium | * school to inform parents that they are responsible for the supervision of their children through the use of newsletter / event flyer
* responsibilities for event supervision to be established between school and event organisers.
 |  |  |
| Welfare facilities | Slips/trips/ falls. | Staff, public, contractors. | * school toilets are used
* school staff supervise
* headteacher is point to contact for any issues.
 | Low |  |  |  |
| Unauthorised access to school premises. | Various injuries, property damage /theft, entrapment. | Staff, public, contractors. | * toilets and main body of building can be separated and secured. No access is possible.
 | Low |  |  |  |
| Electrical equipment | Electrocution | Staff, public, contractors. | * fixed electrical points have been installed in the field (as seen on campsites)
* installed during April 2006.
 | Medium | * fixed electrical points in the field to be tested annually
* portable electrical equipment to be inspected for PAT testing.
 |  |  |
| Disposal of waste | Fire risk,Health risk | Staff, public, contractors, premises. | * waste removed from site to local waste site immediately after event
* some is used for school recycling programme
* any remaining waste is secured in schools waste disposal units.
 | Low | * ensure events organisers are aware of these protocols.
 |  |  |
| Fire(Hot activities e.g., BBQ) | Burns and scalds. | Staff, public, contractors, premises. | * crowd control barriers to keep public away from hot / hazardous areas i.e., tables or barriers
* only designated persons allowed in immediate area
* area is kept clear of rubbish and trip hazards
* fire extinguishers and blankets are brought to the field from the school.
 | Medium | * these need to be included in the emergency action plan for events.
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| Surface of field(potholes etc) | Slips, trips, falls.Vehicles becoming trapped | Staff, public, contractors, premises. | * headteacher/caretaker/site manager carries out weekly premises inspections
* any holes are filled in
* if heavy rain prior to event, the event is cancelled
* If heavy rain during event, vehicle movements are prohibited on the field.
 | Low |   |  |  |
| Poor food hygiene preparation | Food poisoning, other illnesses  | Staff, public, contractors. | * people handling and preparing food should have a minimum of a basic food hygiene certificate
* for additional guidance refer to KCC’s Food Hygiene Policy and Procedures document.
 | Medium | * ensure certificates are verified prior to event.
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