

Health and Safety Risk Assessment – School Fun Day

Academy / School	The Federation of St Joseph’s Junior, Infant and Nursery School	Assessment No.	078
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Site	Whole School but specifically the sports field	Location	Sports field		
Subject of Assessment	The assessment will consider the risk associated with holding a public event being the school fun day and a colour run				
Assessed by	Dave Navarro, School Business Manager	Date	1/6/2022	Review date	1/7/22
Details of workplace/activity	School Fund Day and Colour Run: Events held on school grounds to which the public are invited.			Persons Affected (Who may be harmed)	
				Visitors, Contractors, Premises Team, Students, Staff and members of the public including emergency services	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
1	Moving cars and pedestrians: injury risks to pedestrians and need for clear access routes and emergency services access.	<ul style="list-style-type: none"> The means of access to the site is to be limited and controlled / marshalled Visitors told there is no parking on site and encouraged to use public transport Marshals keep access routes clear Adequate lighting is to be provided throughout these areas 	Low	X
2.	Crowd control: Keeping spectators in the	<ul style="list-style-type: none"> Information publicised in advance prohibits 	Low	X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	designated areas, maintaining security of buildings, dealing with risks of misbehaviour, alcohol and glass on site.	<p>alcohol (unless bought from school/PTA bar or won in the tombola), fireworks, dogs (unless part of show) etc.</p> <ul style="list-style-type: none"> • Potential problem students (and parents) are known and can be watched • Marshals clearly identified in high-visibility clothing have defined roles on site and will man the access points and crowd line • Buildings and gates to no-go areas are locked • There are means of communication, e.g. a loudhailer and klaxon for public communication and walkie talkie radios for key personnel 		
3.	Cash collection at the entrance and for food in the catering area: risks of robbery and assault.	<ul style="list-style-type: none"> • Use of SUMUP machines / contactless payments • Tickets to colour run sold via Parentpay • There is no lone working at cash handling areas • Money collected will be kept in zipped money belts which will be frequently emptied • The collected cash is counted and stored in the school safe at the end of the fun day 	Low	X
4.	Catering: risks associated with gas cylinders for barbecues; fire and explosion. Burns from hot equipment / flames. Food health and safety standards.	<ul style="list-style-type: none"> • Purpose-designed cooking equipment used by food trucks – need to show proof of at least Level 2 Food Safety Certificate and registration as a food business with Environmental Health • Cooking equipment located behind serving tables so that the public cannot access it • The area will be roped off and an organised queuing system operated • Gas cylinders are supervised at all times during the event • Gas cylinders are stored in a secure, ventilated compound when not in use 	Low	X
5.	Marquees: fire risks. Risk of tripping over marquee guy ropes and pegs.	<ul style="list-style-type: none"> • Marquees are open-fronted, providing good visibility and means of access and escape 	Low	X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> No heaters are to be in or near marquees All supporting rope areas will be marked off with red and white tape to deter access and highlight the hazard area Adequate lighting is provided so that good visibility is maintained 		
6.	Electrical equipment and lighting: risk of electric shock, tripping over cables and equipment, knocking over standard-mounted lights, electrical equipment in wet conditions.	<ul style="list-style-type: none"> Any additional lighting is installed by a competent electrical contractor using the correct type of equipment for the conditions Barriers will be provided around generating equipment and other electrical equipment Trailing cables will be avoided, flown over access routes or covered 	Low	X
7.	Colour Run Activity	<ul style="list-style-type: none"> Data on paint used (ingredients, emergency procedures if ingested) obtained and publicised PPE available if requested (particularly for eyes) Appropriate public liability insurance in place : school insurer (RPA) contacted to ensure adequate coverage and that any special conditions are met All participants to confirm agreement with a waiver prior to participating and are fully aware of the paint / colour run powder ingredients 	Low	√
8.	General lifting /carrying	<ul style="list-style-type: none"> Manual handling avoided or minimised as far as possible, Loads are broken down into smaller loads or assistance sought. Staff wear appropriate footwear Trolleys and sack trucks are available Good housekeeping and workplace layout. 		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> Heavy items stored at waist level. Floor surfaces unobstructed and slip free 		
9.	Other issues: welfare arrangements, emergencies	<ul style="list-style-type: none"> WCs and washing facilities will be provided in the garden hall and clearly signposted; no entry into the school buildings Emergency services to be present on site in a designated area, e.g. a fire engine, paramedics, St John's ambulance and Community Police 	Low	X

Please note:


The hazards and controls noted above are an example of that which may be present when completing such a task. This assessment template is an example only and should either be used as reference only or amended to reflect the actual hazards and controls identified on site by the assessor.

Following assessment if no further actions are assessed to be required, please mark an **X** in the "Further Actions" box. If, however additional controls or actions are assessed to be required please place a **√** in the box and note the action in the action plan.

ACTION PLAN (Additional Control Measures Required/Recommended Actions)					
Hazards and Risks		Recommended Actions	Target Date	Completed by	Date Completed
7	Colour Run	<p>Information provided: material data sheets, FAQ and waiver made available on school app and school website; all participants have to confirm they have parental consent and have understood the risks involved as part of purchasing tickets to take part</p> <p>Behaviour: Pupils will be supervised by parents and; parents may accompany children through colour run</p>	1/7/2022	SLT and PTA	

		<p>Some school staff will be available to support if necessary</p> <p>Wash stations provided throughout the field to rinse eyes and faces from paint (although the paint is a dry powder which should shake off)</p> <p>PTA will have PPE (glasses, goggles) available to sell for those who want it</p> <p>Training: provider of paint will provide training and instructions to staff and parents for use of paint</p> <p>Clean-up / impact on environment: paint is confirmed to be made from natural ingredients (corn starch) which should wash away and will biodegrade</p>			
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Any further actions identified should be completed before the assessed task is carried out.

Reviewed / Approved By		Job Title	Headteacher	Date	2 June 2022
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By signing this risk assessment, I confirm the assessment has been shared / made available to all relevant staff to review. All staff have been asked to confirm they have read and understood the control measures.

Appendix – Assess the Level of Risk

In this risk assessment the level of risk is expressed qualitatively as **Low, Medium, High or Very High**. Underlying these descriptors of risk is a probabilistic model which factors the **likelihood** of an accident or event against the **severity** of harm that may occur. The **risk rating**, calculated as **likelihood x severity**, maps into the qualitative terms used as follows:

		Severity			
		Minor Injury	Reportable Injury	Serious Injury	Critical
Likelihood	Unlikely	Low	Low	Low	Medium
	Possible	Low	Medium	High	High
	Probable	Medium	High	High	Very High

Reportable Injury is an important threshold and refers to UK legislation in this respect, often referred to as **RIDDOR**. A reportable injury or occurrence includes:

- major injuries as defined in RIDDOR,
- accidents that resulted in more than 7 days off work,
- an injury to member of the public, a customer or visitor, or a school pupil or student, that required hospital treatment.

(See <https://www.hse.gov.uk/pubns/edis1.pdf> for more information on RIDDOR).