

GROUP DETAILS

IN AN EMERGENCY CALL:

Leader:	Group Phone:
Participants:	

ACTIVITY DETAILS

Purpose of Activity:	Date:
Benefit of Activity: Builds practical money handling and budgeting skills. Encourages discussion about genres and interests. Engages families in literacy through shared selection. Increases access to diverse texts and authors. Motivates reading by offering learner choice. Raises funds or credit for school libraries.	

HAZARDS

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Blocked evacuation routes	Delayed evacuation, injury, panic	Allows use of central, convenient spaces that maximise footfall and integration with the school timetable.	Mark all exits with compliant signs and hold doors open with approved retainers. Keep a 1.5 m spine aisle and prohibit parking of prams or stock in exit corridors. Assign a fire marshal to patrol routes and rehearse a simple sweep/roll-call procedure. (ALL)	Pupils, staff, volunteers, visitors	Before Measure: High After Measure: Med
Crowd density	Crushing, overcrowding, anxiety, missed exits	Creates a lively, shared buzz that excites pupils about books, encouraging spontaneous discovery and peer recommendations.	Set maximum room capacity and one-way flow. Use timed entry or class slots, clear queuing lanes, and steward at pinch points. Brief staff on crowd cues, open overspill space if congestion builds, and keep aisles 1.2 m+ wide for wheelchairs and prams. (ALL)	Pupils, staff, volunteers, visitors	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Electrical equipment use	Shocks, burns, fire risk	Allows payment, scanning, and displays that speed queues and showcase titles, keeping pupils engaged.	Only PAT-tested equipment and hired tills. Use RCD protection for all temporaries, avoid overloading, and keep chargers on non-combustible surfaces. Position power supplies behind tables, deny pupil access, and isolate power quickly if faults appear. (ALL)	Staff, volunteers	Before Measure: High After Measure: Med
Fire load and ignition sources	Fire spread, smoke inhalation, burns	Enables creative paper-based signage and student-made posters that give the fair identity and ownership.	Limit paper displays and keep them clear of lights and heaters. Maintain a 1 m buffer from exits, keep extinguishers visible, and brief staff on alarm points. Prohibit open flames, check emergency lighting weekly, and ensure vents are clear in marquees. (ALL)	Pupils, staff, volunteers, visitors	Before Measure: High After Measure: Med
Infection control and hygiene	Illness spread, absenteeism	Maintains confidence in shared handling of books and fosters considerate community habits.	Provide hand-sanitiser at entry and till. Clean high-touch areas (tills, pens) regularly. Keep anyone with symptoms away. Ventilate rooms, and place tissues and a bin at the exit. Encourage card over cash and provide wipes for shared tablets or scanners. (ALL)	Pupils, staff, volunteers, visitors	Before Measure: High After Measure: Med
Manual handling of stock	Back strain, muscle injury, dropped items	Enables a rich, well-stocked fair with diverse titles and price points that appeal to different ages and interests.	Provide trolleys, sack trucks, and team lifts for heavy boxes. Cap box weight to 15–20 kg. Train volunteers on safe lifting, rotate tasks to limit strain, and store heavier boxes at waist height. Use gloves and break down loads over more, smaller trips. (ALL)	Staff, volunteers	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Outdoor marquee and weather	Collapse, slips, wet stock, cold exposure	Creates an attractive pop-up venue that draws families in and expands capacity beyond indoor halls.	Use rated marquee with ballast or stakes per manufacturer. Check gust forecast and suspend trading if winds exceed limits. Secure sidewalls, manage rain run-off, and provide slip mats at thresholds. Keep electrics off ground and have a warm/wet refuge plan. (ALL)	Pupils, staff, volunteers, visitors	Before Measure: High After Measure: Med
Safeguarding and lost children	Abduction, distress, confusion	Encourages independent browsing and choice-making while still operating safely within a school community event.	Use wristbands or tickets with teacher contact. Operate class-by-class entry with staff presence, and designate a safe point for separated pupils. No one-to-one areas or closed rooms. All volunteers DBS-checked or supervised; follow school safeguarding policy. (ALL)	Pupils, staff	Before Measure: High After Measure: Med
Sharp tools during setup	Cuts, puncture wounds, infection	Enables quick, professional set-up that keeps costs down and directs more proceeds to school priorities.	Limit knife use to trained adults. Use safety knives with retracting blades, cut away from body on a mat, and store blades in a locked tin between tasks. Collect all wrap ties/staples, sweep the area before pupils enter, and account for blades at close-down. (ALL)	Staff, volunteers	Before Measure: High After Measure: Med
Slips, trips and falls	Falls, injury, collisions	Allows flexible, high-traffic browsing so more families can attend within the school day, increasing access and sales.	Walk the route and remove hazards before opening. Tape down thresholds, use non-slip mats at entrances, and keep floors dry. Box stock under tables, not in aisles. Provide wet-floor signs and assign a roving checker to keep walkways clear throughout the event. (ALL)	Pupils, staff, volunteers, visitors	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Step stools and ladder use	Falls, head injuries, dropped objects	Supports eye-catching displays and signage that help children navigate genres and find new favourites.	Avoid work at height by pre-building displays at floor level. If needed, use a stable step with handhold, spotter support, and keep three points of contact. No pupil use. Inspect before use and prohibit stretching beyond shoulder line or moving while standing. (ALL)	Staff, volunteers	Before Measure: High After Measure: Med
Trailing cables and power leads	Trips, falls, electrical hazards	Supports modern point-of-sale and author talks with AV, improving payment choice and the overall event experience.	Route cables overhead or via cable protectors; avoid crossing aisles. Use gaffer tape only as a secondary fix. Keep sockets off the floor, test RCDs, and prohibit daisy-chains. Add signage at low-level runs, record a pre-opening cable check, and recheck midday. (ALL)	Pupils, staff, volunteers, visitors	Before Measure: High After Measure: Med
Vehicle movements during delivery	Crush injuries, collision, property damage	Allows timely setup and restocking so the fair remains fresh and responsive to demand throughout the run.	Schedule deliveries outside pupil times and cone off loading zones. Use banksmen for reversing, set a 5 mph limit, and keep pupils behind barriers. Use trolleys with brakes, move loads via agreed routes avoiding steps and ramp edges, and suspend if crowds gather. (ALL)	Staff, volunteers, pupils	Before Measure: High After Measure: Med
Accessibility barriers	Exclusion, distress, reduced participation	Ensures equitable access so every pupil can browse, choose, and feel ownership over reading.	Ensure step-free routes, 1.2 m aisle widths, and quiet times on request. Provide a seated browse area and staff assistance for high shelves. Place signage at child and adult height, and offer large-print prices or QR menus. Reserve nearby parking/drop-off. (ALL)	Pupils, visitors	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Allergies and sensitivities	Rashes, asthma attacks, discomfort	Lets a wide range of pupils participate comfortably, modelling inclusive event practice and empathy.	Keep scented items, dusty second-hand books, and latex balloons off the stall. Provide good ventilation, label any craft materials, and keep hand-sanitiser fragrance-free. Hold tissues/wipes nearby and advise staff on how to respond to mild reactions. (ALL)	Pupils, staff, visitors	Before Measure: Med After Measure: Low
Cash handling and theft	Theft, fraud, confrontation	Permits inclusive payment options so pupils can buy small items independently, building confidence and numeracy.	Minimise cash by promoting card payments. Site tills away from doors, keep float small, and store surplus in a locked cash box out of view. Two-person counts, discreet banking to safe or office, and never leave tills unattended. Provide a theft-report protocol. (ALL)	Staff, volunteers	Before Measure: Med After Measure: Low
Data handling at point of sale	Privacy breaches, identity theft	Allows pre-orders and home delivery options that widen access for families who can't attend in person.	Collect only necessary details on order forms. Store forms face-down, in a folder, and transfer promptly to a locked office. Do not photograph payment cards; use approved terminals. Brief staff on confidentiality and destroy forms when orders are fulfilled. (ALL)	Staff, volunteers, parents	Before Measure: Med After Measure: Low
Noise levels and acoustics	Overstimulation, anxiety, difficulty communicating	Keeps the event welcoming and calm, helping reluctant readers feel comfortable spending time among books.	Avoid amplified music. Stagger class visits, keep announcements brief, and provide a quiet corner for pupils who need it. Close doors to teaching areas, use soft furnishings to dampen echo, brief staff on noise cues, and adjust flow if pupils show distress. (ALL)	Pupils, staff, visitors	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Unstable displays and shelving	Toppling displays, injury, trapped fingers	Permits engaging, touch-friendly layouts that invite children to handle books and connect physically with reading.	Use purpose-designed book stands only. Weight bases with sandbags where needed, and keep displays below shoulder height. Secure freestanding units to a wall or tether point, and keep 1.2 m clearance. Inspect after restocking and remove any damaged units. (ALL)	Pupils, staff, volunteers	Before Measure: Med After Measure: Low
Waste and packaging management	Cuts, trips, blocked exits, hygiene risks	Supports sustainable practice and student leadership around recycling linked to environmental education.	Break down cardboard promptly, bag soft plastics, and keep waste in lidded carts away from exits. Collect cable ties and staples as you go. Arrange end-of-event uplift, and keep loading routes clear. Provide gloves for waste handling and a small first-aid kit. (ALL)	Staff, volunteers	Before Measure: Med After Measure: Low
Unpredicted risks	Illness, injury, death		Ongoing dynamic risk assessment carried out by all staff. Any observed potential hazards should be notified to group leader and immediate action taken if required. (ALL)	All	N/A

NOTES

Extra notes & activity evaluation:

Completed by

Reviewed/Approved by

Risk Assessment Date

Review Required Date