RISK ASSESSMENT WIZARD



BOOK FAIR

Safety Guide

School Education

4	16	19
Key Benefits	Control Measures	Checklist Items

KEY BENEFITS

Access to Books

Increases access to diverse texts and authors.

Reading Motivation

Motivates reading by offering learner choice.

Family Engagement

Engages families in literacy through shared selection.

Library Funds

Raises funds or credit for school libraries.

KEY HAZARDS & CONTROL MEASURES

Crowd Management

- ✔ Timed entry slots for classes
- ✔ One-way flow where possible
- ✔ Staff monitor capacity
- ✔ Clear exit routes maintained

Display Stability

- ✔ Displays secured and stable
- ✔ Heavy items on lower shelves
- ✔ Regular checks during event
- ✔ Keep aisles clear

Cash Handling

- ✔ Secure cash box used
- ✔ Regular banking of takings
- ✔ Two-person counting
- ✔ Card payments where possible

Safeguarding

- ✔ Visitor sign-in required
- ✔ Staff supervise all areas
- ✔ Lost child procedure in place
- ✔ External visitors verified

PRE-SESSION SAFETY CHECKLIST

Risk Assessment

- [ ] Complete and review risk assessment for this activity
- [ ] Ensure all identified hazards have control measures in place
- [ ] Brief all staff on key risks and emergency procedures

Venue

- [ ] Fire exits clear
- [ ] Displays stable
- [ ] Aisles accessible
- [ ] Lighting adequate

Security

- [ ] Cash box secure
- [ ] Banking arranged
- [ ] Stock checked
- [ ] Closing procedure

Visitors

- [ ] Sign-in system
- [ ] Timed slots allocated
- [ ] Capacity monitored
- [ ] Flow managed

Safeguarding

- [ ] Staff positioned
- [ ] Lost child plan
- [ ] Authors DBS checked
- [ ] Emergency contacts

RISK ASSESSMENT WIZARD

Take Your Safety To The Next Level

Create professional, customized risk assessments for your organization with our easy-to-use online wizard.

390+

Activity Templates

Pre-loaded hazards & controls for every activity

100%

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Add your branding & tailor to your needs

- ✔ Instant PDF & print-ready documents
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