



BOOK FAIR

Safety Guide

School Education

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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
- ✓ Staff monitor capacity
- ✓ One-way flow where possible
- ✓ Clear exit routes maintained

Display Stability

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

Cash Handling

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

Safeguarding

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

PRE-SESSION SAFETY CHECKLIST**Risk Assessment**

- | | |
|--|---|
| <input type="checkbox"/> Complete and review risk assessment for this activity | <input type="checkbox"/> Ensure all identified hazards have control measures in place |
| <input type="checkbox"/> Brief all staff on key risks and emergency procedures | |

Venue

- | | |
|--|--|
| <input type="checkbox"/> Fire exits clear | <input type="checkbox"/> Displays stable |
| <input type="checkbox"/> Aisles accessible | <input type="checkbox"/> Lighting adequate |

Security

- | | |
|--|--|
| <input type="checkbox"/> Cash box secure | <input type="checkbox"/> Banking arranged |
| <input type="checkbox"/> Stock checked | <input type="checkbox"/> Closing procedure |

Visitors

- | | |
|---|--|
| <input type="checkbox"/> Sign-in system | <input type="checkbox"/> Timed slots allocated |
| <input type="checkbox"/> Capacity monitored | <input type="checkbox"/> Flow managed |

Safeguarding

- | | |
|--|---|
| <input type="checkbox"/> Staff positioned | <input type="checkbox"/> Lost child plan |
| <input type="checkbox"/> Authors DBS checked | <input type="checkbox"/> Emergency contacts |



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