



FUNDRAISER

Safety Guide

School Education

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KEY BENEFITS

Resources

Generates resources for projects and enrichment.

Enterprise Skills

Teaches enterprise, marketing, and financial planning.

Community

Strengthens community through shared purpose and events.

Leadership

Develops leadership and delegation across roles.

KEY HAZARDS & CONTROL MEASURES**Food Safety**

- ✓ Food hygiene training for handlers
- ✓ Hot food kept at safe temperatures
- ✓ Allergens clearly labelled
- ✓ BBQ supervised by trained adult

Crowd Control

- ✓ Capacity limits set and monitored
- ✓ Lost child meeting point
- ✓ Clear signage and layout
- ✓ Emergency exits marked

Equipment & Structures

- ✓ Hired equipment from reputable suppliers
- ✓ Operators trained and supervising
- ✓ Insurance certificates verified
- ✓ Anchoring checked in wind

Cash & Security

- ✓ Regular banking during event
- ✓ Secure storage for takings
- ✓ Two people handle large sums
- ✓ Card payments preferred

PRE-SESSION SAFETY CHECKLIST**Risk Assessment**

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

Site

- Layout checked
- First aid accessible
- Exits clear
- Toilets available

Food

- Allergens labelled
- Handlers trained
- Temperature checks
- Handwashing available

Equipment

- Insurance verified
- Anchoring secure
- PAT testing done
- Operators briefed

Security

- Cash handling plan
- Volunteers briefed
- Lost child point
- Emergency contacts



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