RISK ASSESSMENT WIZARD



FUNDRAISER

Safety Guide

School Education

4	16	19
Key Benefits	Control Measures	Checklist Items

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
- [ ] Ensure all identified hazards have control measures in place
- [ ] Brief all staff on key risks and emergency procedures

Site

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

Food

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

Equipment

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

Security

- [ ] Cash handling plan
- [ ] Lost child point
- [ ] Volunteers briefed
- [ ] 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%

Customizable

Add your branding & tailor to your needs

- ✔ Instant PDF & print-ready documents
- ✔ Store and update assessments online
- ✔ Add your logo & organization details
- ✔ Reuse and duplicate assessments
- ✔ Works on any device

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