



OPEN HOUSE OR PARENT TOUR

Safety Guide

School Education

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Checklist Items

KEY BENEFITS

Trust Building

Builds transparency and trust through open communication.

Showcase Work

Showcases student work and effective learning environments.

Parent Engagement

Encourages parental involvement and volunteer engagement.

Community Pride

Strengthens community pride and school reputation.

KEY HAZARDS & CONTROL MEASURES

Crowd Management

- ✓ Timed arrival slots offered
- ✓ Staff positioned at bottlenecks
- ✓ One-way routes where possible
- ✓ Fire exits kept clear

Safeguarding

- ✓ Visitor sign-in required
- ✓ Sensitive areas secured
- ✓ Badges issued to all visitors
- ✓ Staff visible throughout

Parking & Traffic

- ✓ Parking marshals deployed
- ✓ Speed limits enforced
- ✓ Pedestrian routes marked
- ✓ Alternative parking promoted

Slips & Trips

- ✓ Cables secured or covered
- ✓ Good lighting throughout
- ✓ Wet floor signs used
- ✓ Displays stable and secure

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 | |

Pre-Event

- | | |
|---|--|
| <input type="checkbox"/> Risk assessment complete | <input type="checkbox"/> Staff briefed |
| <input type="checkbox"/> Routes planned | <input type="checkbox"/> Sign-in ready |

Venue

- | | |
|---|--|
| <input type="checkbox"/> Fire exits clear | <input type="checkbox"/> Lighting adequate |
| <input type="checkbox"/> Displays secure | <input type="checkbox"/> Toilets signed |

Parking

- | | |
|--|--|
| <input type="checkbox"/> Marshals positioned | <input type="checkbox"/> Routes marked |
| <input type="checkbox"/> Disabled access | <input type="checkbox"/> Overflow arranged |

Safety

- | | |
|--|---|
| <input type="checkbox"/> First aid available | <input type="checkbox"/> Sensitive areas locked |
| <input type="checkbox"/> Staff visible | <input type="checkbox"/> Emergency plan ready |



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