



SCHOOL FAIR

Safety Guide

School Education

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KEY BENEFITS

Community Links

Engages families and local partners, strengthening community links.

Enterprise Skills

Provides real contexts for enterprise, budgeting, and marketing.

Participation

Offers wide participation through varied activities and roles.

Fundraising

Raises funds and awareness for school priorities and causes.

KEY HAZARDS & CONTROL MEASURES**Crowd Management**

- ✓ Capacity limits set and monitored
- ✓ Wide walkways between stalls
- ✓ Clear entry and exit points
- ✓ Stewards positioned throughout

Food Safety

- ✓ Food hygiene training for handlers
- ✓ Temperature control maintained
- ✓ Allergen labelling on all items
- ✓ Handwashing facilities available

Lost Children

- ✓ Lost child point clearly marked
- ✓ DBS-checked staff at point
- ✓ PA system for announcements
- ✓ Wristband system offered

Weather

- ✓ Weather forecast monitored
- ✓ Indoor contingency plan
- ✓ Gazebos and tents secured
- ✓ Cancellation criteria defined

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 | |

Site

- | | |
|--|--|
| <input type="checkbox"/> Layout as planned | <input type="checkbox"/> Exits clear and marked |
| <input type="checkbox"/> Walkways adequate | <input type="checkbox"/> Lost child point set up |

Food Stalls

- | | |
|--|---|
| <input type="checkbox"/> Allergens labelled | <input type="checkbox"/> Hygiene maintained |
| <input type="checkbox"/> Temperature checked | <input type="checkbox"/> Handwash available |

Volunteers

- | | |
|--|--|
| <input type="checkbox"/> All briefed | <input type="checkbox"/> Roles assigned |
| <input type="checkbox"/> Communication ready | <input type="checkbox"/> First aiders positioned |

Emergency

- | | |
|--|---|
| <input type="checkbox"/> Evacuation plan known | <input type="checkbox"/> First aid accessible |
| <input type="checkbox"/> PA system working | <input type="checkbox"/> Weather monitored |



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