



Kind Hearts in Schools

Potential Hazard	Who is at risk?	Existing Control Measures	Risk Rating	Preventative Measures	By Who
Prior to Event					
Accidents arising vehicle congestion	Children / adults	Large off street car park available	low	Adequate car parking provided	
Accidents walking to building	Children / adults	Schools advised to keep children to footpaths. Schools asked to stay in groups	low	Schools advised of requirements prior to the event	Event Staff
Children getting separated from groups	Children	Schools advised to keep children in groups 1:10 ratio children to adults required Event Hosts to meet groups as they enter the building and take to seats	low	Schools advised of requirements prior to the event 1:10 ratio children to adults required Tables labelled with school names	Event Staff School Staff Event Staff
During Event					
Children getting separated from group if having go to toilet	Children	Tables labelled Event Hosts around room to assist	low	During event introduction ask children to look around and take note of table position Children to tell teacher/ adult at table if they are leaving the room.	Event Staff School Staff
Dehydration	Children			Participants to bring own filled water bottles.	Event Staff
Emergency during event	Children / adults	Existing emergency procedures as provided by facility management.	low	Emergency procedures outlined during event introduction.	Event Staff
Sickness	Children / adults	Adults seated with children Event hosts available to help	low	Clear exit ways around tables	Event staff
Minor accident Serious accident		Children seated for majority of event		Toilet / was areas nearby Schools to provide own	School staff

				First Aid Kits Teachers administer First Aid – Ring 111 if required.	
At end of event					
Injury when leaving in large crowd	Children / adults	Tables will be dismissed in orderly fashion.	low	Children to stay at tables until asked to leave	Event Staff School Staff
Accidents walking from building	Children/ adults	Schools advised to keep children to footpaths. Schools asked to stay in groups	low	Schools advised of requirements prior to the event	Event Staff

Prepared by Raewyn Marshall Kind Hearts in Schools Facilitator.