



Review and tailor the contents of this generic risk assessment to meet your school's individual circumstance. Actions determined as required but not yet in place should be moved from the 'What are you already doing?' column to the 'What further action is necessary?' column. You may also want to add specific actions relating to your school in this column. Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.

RISK ASSESSMENT FOR: Christmas Fair 2021		
Establishment: Stoneferry Primary	Assessment by: J.Raw	Date: 30.11.21

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<p>Existing measure in place to:</p> <p><u>Minimise contact between individuals</u> <u>Maintaining social distancing with pupils</u></p>	<p>Staff, pupils</p> <p>Exposure to virus through coughing, sneezing, physical contact</p> <p>The risk of spreading the virus is greater if social distancing of 2m is not maintained <u>more widely if larger groups of pupils come into contact with each other.</u></p>	<ul style="list-style-type: none"> In accordance with current government guidelines, staff and parents will wear face masks. All adults on arrival will sanitise their hands All parents before arrival will have been asked to complete a LFT and told to not come if they are showing any symptoms. A one way system will be put in place to improve the flow of visitors and reduce opportunities for crowding and face to face contact In the café all tables and chairs will be disinfected after use Parents have been encouraged to stagger their arrival time. The raffle will take place before the event to avoid crowding at the front door. Separate doors will be used for entry and departure Staff will gloves on stalls. 	Share all information with parents and staff to ensure all staff are clear.	J.Raw	30.11.21	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Existing measures in place to avoid: Contamination of equipment or resources	Staff, pupils Exposure to virus through contaminated equipment or resources	<ul style="list-style-type: none"> Staff will wear gloves Café furniture and tables to be disinfected between sittings 	JR inform staff and ensure sufficient gloves are available PH ensure sufficient handgel at front door and also disinfectant and cloths are in place for the café.	JR PH	30.11.21 By 3.12.21	
Existing Measure in place to: Prevent spread of virus due to hygiene issues	Staff, pupils Risk of spreading virus due to lack of handwashing Risk of spreading virus through contamination of surfaces	<ul style="list-style-type: none"> All children will sanitise their hands before going to the fair. All adults will sanitise their hands on arrival. 	JR inform staff JR inform parents through letter	JR	30.11.21 30.11.21	

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Risk assessment to be regularly reviewed throughout this during this situation or if additional year groups return