**EPPING P.S. P&C School Fete Risk Management Plan**

*Name of workplace*: Epping Public School grounds, Norfolk Rd, Epping

*Name of workplace manager*: Meher Nariman (Fete Convenor)

*Risk assessment focus*: Public Safety, Property Security during the School Fete on Saturday 10 September 2016, 10am – 4pm

**Fete Organisation**

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| **Location/Activity** | **Hazard Identification**Type/Cause | **Current Controls** | **Risk Assessment** Use matrix | **Elimination or Control Measures** | **Who** | **When** |
| First Aid |  | First Aid kit in the canteenFirst Aid kit in one of the stallsFirst Aid Kit in the front office | N/A | St John’s First volunteers in attendance between 10am and 4pmAll stall holders to be given map of where First Aid station is.Ensure adequate signage around fete site to indicate where first aid station is | Constanza Hanich | Before 10/9 |
| Fete management |  | Name tags on lanyards for all Stall& Fete Coordinators | N/A | Organisers pack to include:-* School Grounds Evacuation plan
* School grounds map with location of First Aid & fire extinguishers
* Mobile phone contact list of Fete Convenor, and stall coordinators
 | Meher Nariman | Before 10/9 |
| Public Liability |  |  | N/A | Obtain copies of public liability insurance from 3rd party exhibitors and Amusement Hire Services. | Meher Nariman | Before 10/9 |

**Risk Assessment**

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| **Location/Activity** | **Hazard Identification****Type/Cause** | **Current Controls** | **Risk Assessment Use matrix** | **Elimination or Control Measures** | **Who** | **When** |
| BBQ stall | Heat from BBQ Gas bottle leaks | School evacuation map indicates where fire blankets and extinguisher are placed throughout the school.  | 3 | Provide aprons and pot mitts for use by all volunteers on BBQFood servers to be away from BBQ.Document location of closest fire fighting equipment (extinguisher & blanket) for volunteers.Ensure volunteers know what to do in a fire/gas explosion and how to use fire fighting equipment. Spare gas bottles are to be located in GA’s storage shed away from the public access areas. Key access only to GA’s shed.Ensure gas bottle valves are closed before storage. | BBQ stall coordinator(Josh Pitcher) | On 10/9 |
| Handling of sharp implements (knives) | Injury to handlers. Injury to those other than food handlers |  | 3 | All sharp equipment when not in use to be placed in a secure container away from general public.“Burn and cut” kits located in areas away from canteen first aid kit. Eg, BBQ.Document location of First Aid Station in Organiser’s Pack | All Food Stall coordinator |  On 10/9 |
| All food stalls (BBQ, Canteen, Cake, Cafe & International Food Stalls) | Food contamination |  | 5 | All perishable items to be refrigerated/stored below 5oC.All food handlers to be educated on appropriate food handling. Use of tongs or paper towel when possible. All food surfaces to be cleaned before useAll food handlers to wash hands before preparing/serving foodAll food handlers to use gloves when handling food Any money to be handled by person not handling food or gloves must be changed between handling money & food. | All food stall coordinators | Before and on 10/9 |
| Cafe | Use of hot water in serving of tea/coffee |  | 3 | Coffee Cart manned by qualified & external baristas. Care must be taken when serving hot beverages.Lids to be used on tea/coffee cups. | Stall coordinator (Sue Bailey) | On 10/9 |
| International Food Stalls | Use of pie warmer Use of frypans Use of steamers |  | 3 | All volunteers to be warned to use care when handling items from pie warmers, frypans & steamers | All Food Stall coordinators | Before and on 10/9 |

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| Canteen Area | Spillages on floor making it slippery |  | 2 | Floor to be mopped as soon as possible. Ensure mop and bucket located in canteen. | Stall coordinator Lillian WangMina Jung | On 10/9 |
| Vehicle Movement | Collision between vehicle and pedestrian. |  | 4 | No vehicles allowed onto the grounds between 9am and 5pm | Meher Nariman | 9am 5pm |
| Delivery of Coffee Cart | Collision between vehicle and pedestrian. |  | 2 | Cart will arrive on school premises early Saturday morning when there is minimal foot traffic on school grounds.Cart won’t leave premises until 5pm Saturday when there is minimal foot traffic on premises.Pedestrian traffic controllers walking before truck to warn people to move away from truck access. | Sue Bailey |  |
| Delivery of Amusement Hire Services | Collision between vehicle and pedestrian. | none | 2 | Trucks will arrive on school premises before 8am when there is minimal foot traffic on school grounds. Trucks won’t leave premises until 4pm Saturday when there is minimal foot traffic on premises.Rides are located on southern playground which is also where Side Show Alley is located. They close down at 3pm and everyone will move to the northern playground where the huge outdoor disco will commence and the food stalls will remain open.Pedestrian traffic controllers walking before truck to warn people to move away from truck access. | Meher Nariman |  |
| Coffee Cart | Power cords to operate cart will be a trip hazard. |  | 2 | Locate cart close to power source so that cord is not in vicinity of foot traffic. | Sue Bailey | On 10/9 |
| Amusement Hire Services trucks driving onto school grounds | Damage to the asphalt, drains and grass areas of school property | none | 3 | Damage to asphalt and drains highly unlikely. Rides to be placed on asphalt playground. | Meher Nariman |  |
| Waste Disposal | Spread of infection |  | 4 | All toilets to be cleaned and restocked with paper, soap etc on an hourly basisAll rubbish areas to be cleared on an hourly basis and rubbish to be disposed of in the main bins in the staff car park | Cleaning team | Hourly |

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| All stalls | Moving large, heavy, bulky objects |  | 2 | All volunteers to be advised on appropriate way to lift and carry objects. If any object is too bulky or heavy to move with one person to use a trolley and/or two people to move object. | All stall coordinators | Before 10/9 |
| All stalls | Trip hazards |  | 2 | All trip hazards to be clearly identified and marked. No pedestrian access allowed over any electrical leads. Goods from all stalls to be placed on top of tables, below tables or behind table where fete goers will not have access. | All stall coordinators | Before 10/9 |
| Fete Area | Trip/slip hazards |  | 2 | Fete organisers to walk through fete area and identify any potential trip/slip hazards. Control measures to be put in place such as alternative access routes for fete customers & volunteers, removal of items blocking safe access around fete area etc | Meher Nariman | Before 10/9 |
| All stalls | Unattended equipment |  | 5 | Roster of volunteer helpers for each of the stalls so that no stall is left unattended during the event.. | All Stall Coordinators | Before 10/9 |
| School Property | Accidental Damage and Vandalism |  | 5 | All volunteers & cleaning staff to be vigilant in ensuring school property is not damaged.Any vandalism to be reported to fete organisers and local police if appropriate | Meher Nariman |  |
| School Property | Threat of or incidence of fire/explosion/bomb | Evacuation Maps for buildings | 5 | All organisers, stall holders & volunteers made aware of evacuation meeting point. Information pack includes emergency point illustrated. Continuous bell (electronic or manual) to be rung in event of fire. General public will be directed to leave the grounds.leave the school grounds. | Meher Nariman | Before 23/8 |
| Children’s exposure to sun | Sunburn | None | 5 | Free sunscreen available at the Canteen | Canteen Co-ordinators | Before 23/8 |
| Children’s exposure to sun | Dehydration | None | 5 | Water and Juice available at the canteen and the bbq as a reminder to parents to provide drinks for children | Canteen & BBQ Coordinators | 10/9 |
| *Relevant additional information reviewed and attached*: **N***Plan prepared by*: Constanza Hanich *Position*: EPS P&C Fete Co-Convenor *Date*: 24 May 2016*Prepared in consultation with*: Fete Committee*Communicated to*: John Ford (EPS Principal), Jong Chong(EPS P&C President), Federation of P&C |

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| **Monitor and Review**: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs. |

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| **Risk Assesment Matrix** |
| **How serious could the injury be?** | **How likely is it to be that serious** |
| Very Likely | Likely | Unlikely | Very Unlikely |
| Death or permanent injury | **1** | **1** | **2** | **3** |
| Long term illness or injury | **1** | **2** | **3** | **4** |
| Medical attention & several days off | **2** | **3** | **4** | **5** |
| First aid needed | **3** | **4** | **5** | **6** |

# Severity – is how seriously a person could be harmed

Likelihood – is an estimate of how probable it is for the hazard to cause harm.

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| **Legend** |
| 1 and 2 | Extreme risk; deal with the hazard immediately |
| 3 and 4 | Moderate risk; deal with the hazard as soon as possible |
| 5 and 6 | Low risk; deal with the hazard when able |