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| **Location** | | | | | **Activity** | | |
| Wyton on the Hill Primary School | | | | | Wreath Making - Thursday 27th November 2025 | | |
| **Issue** | | | | | Safety Officer: Liz Pugh; First aider: Liz Pugh | | |
| Ensure the safety of the visitors and helpers throughout the event. | | | | | | | |
| **Number** | **Hazards and effects** | **Who could be harmed?** | **Risk rating H, M, L** | **Detail controls** | | **Detail further action required to reduce risk** | **Revised risk rating  H, M, L** |
| 1 | Physical harm from tripping | All present | M | Adequate space to be placed between tables.  No trailing cables. | | Give maximum space possible to walkways | L |
| 2 | Slipping from spilt liquid | All present | M | The area surrounding any liquid that is spilt is cordoned off.  The liquid is cleaned immediately. | | The area is left cordoned off until it is completely dry and safe. | L |
| 3 | Cutting from broken glass | All present | L | Broken glass immediately cleared by bar staff using protective equipment. | | The area is left cordoned off until it is completely safe. | L |
| 4 | Cutting from broken foliage | Visitors | L | Carry out visual check and remove any foliage containing thorns or sharp twigs  Warn those attending that the foliage may contain sharp edges and points | |  | L |
| 5 | Physical harm resulting from falling in the toilet area | All present | M | WSCA member to inspect the toilets and its condition regularly throughout the event. | | Water to be cleaned up straight away | L |
| 6 | Physical harm from a fire within the site | All present | M | Alarm will sound and visitors evacuated into the car park. | | Safety officer will be point of contact during emergency. Fire alarm talk with visitors prior to event starting. | L |
| 7 | Injury or severe ill health | All present | M | Dial 999 in the event of an emergency.  Keep first aid kit in the hall. | | Have a first aider present | **L** |

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| **Number** | **Hazards and effects** | **Who could be harmed?** | **Risk rating H, M, L** | **Detail controls** | **Detail further action required to reduce risk** | **Revised risk rating  H, M, L** |
| 8 | Theft and vandalism resulting from security of school building after the event. | Property damage | L | Organisers - to inspect the school ensuring everyone has left before the school is locked up | School staff to lock the school when search has been completed. | L |
| 9 | Security of money | N/A | M | Cash is kept in locked cash box.  Money will be retained and kept in a locked cupboard in the school. | Two members of the WSCA will count up profit from all sales and document the amount. | L |