


Department: Education, Learning & Leisure	RISK ASSESSMENT	Aberdeenshire COUNCIL 
Process/Activity: PTA Christmas Cracker Event	Location: Durris Kirkton Hall	Date: 5th December 2021
Describe activity: Family Christmas event for families, with activities, stalls and refreshments		

Areas Covered in This Risk Assessment			
Staff/Instructor/Supervisor competence		Equipment	
Ability of the Group		Weather	
Supervision		Emergency Procedures	Yes
Transportation/Journey		First Aid / Medical / Medication	✓
Environment / Location	✓	Electricity	
Activity	✓	Chemicals	
Security		Insurance	✓

Completed by: *Elaine Ingram*Date: 24th November 2021

Review Date:

Hazard	Person/s Affected	Risk	Risk level before controls are in place			Control Measures	Risk level after controls are in place		
			LOW	MED	HIGH		LOW	MED	HIGH
Transmission of COVID-19	All attendees	Illness Outbreak			X	<p>Prior to event</p> <ul style="list-style-type: none"> ✓ Risk assessment completed in line with hall risk assessment ✓ Track and trace register of all attendees ✓ Families reminded to only attend if non-symptomatic with COVID-19 ✓ Attendees invited to LFT prior to event ✓ Families invited to complete track and trace form prior to event ✓ COVID-19 guidance shared in Microsoft form (names, numbers, instruction on masks, distancing, signs of illness, one way system, invitation to LFT) <p>During event</p> <ul style="list-style-type: none"> ✓ PTA to check over hall on arrival for cleanliness ✓ Register for track and trace to be checked at door to ensure accurate (retained for 21 days then destroyed) ✓ Spare paper forms on site for unexpected guests ✓ One way system in hall for entry and exit ✓ Social distancing – visual reminders present in hall ✓ Hand sanitiser supplied at entrance and exit door of hall ✓ Hand sanitiser available at various locations within the hall ✓ All adults to wear masks to at all times unless when eating and drinking at a table ✓ Advisory measures for social distancing displayed 	X		

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Stalls	All attendees	Transmission of COVID-19		X		<ul style="list-style-type: none"> ✓ Clean table/chairs/area with D10 prior to set up ✓ Masks to be worn ✓ Sanitiser available at each activity ✓ Resources to be cleaned in-between use where applicable ✓ Single use resources to be used where possible ✓ Limited to two families per activity 			
Refreshments	All attendees	Transmission of COVID-19 Burns Injury		X		<p><u>Transmission of COVID-19</u></p> <ul style="list-style-type: none"> ✓ Volunteers to follow FHS rules ✓ Use of PPE – aprons and masks ✓ Gloves to be worn by those serving mince pies ✓ All refreshments served directly to adults and children – no self-selection ✓ Single use sugar sachets ✓ Milk to be poured by volunteers ✓ Warm mince pie served directly to adult ✓ Children to select juice type and wrapped snack directly – no self-selection ✓ Tables to be wiped prior to event, at 3pm and following the event using D10 and disposable clothes <p><u>Burns & Injury</u></p> <ul style="list-style-type: none"> ✓ Lidded cups for hot drinks 	X		

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						<ul style="list-style-type: none"> ✓ Drinks poured behind bar and served with lid on ✓ Mince pies served by volunteers 			
First Aid	All attendees	Injury Illness	X			<ul style="list-style-type: none"> ✓ Qualified first aiders on site at all times: Natalie Ogilvie, Aileen Duncan, Elaine Ingram ✓ First aid kit on site 	X		
Insurance	All attendees	Injury Litigation	X			<ul style="list-style-type: none"> ✓ Event organised by PTA, covered by CONNECT Insurance, as a sub-group of The Parent Council 	X		
Fire	All attendees	Injury	X			<ul style="list-style-type: none"> ✓ All PTA members to be aware of Fire Exits and evacuation measures. ✓ Ensure no stands/ activities block Fire Exits 	x		

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