

PTA Activity Risk Assessment

Activity	PTA Easter Egg Hunt – Wednesday 29 th and Thursday 30 th March 2017
Brief description of activity and summary	<p>The PTA will run an Easter Egg Hunt for a participating number of children. The basic format of the event is as follows:</p> <ul style="list-style-type: none"> • Event run across two lunch times • Day 1 Foundation & Middle School, Day 2 Lower School & Upper School • Event to take place outdoors (weather dependent) • Event will take place within the Foundation outdoor play area as it is a gated area that can be controlled • Children arrive at the egg hunt area and are given a piece of paper/card containing a colour and a number (unique to them) • Children then search for the plastic egg that matches the colour and number they've been given • Child returns the found plastic egg and number card to an appointed PTA member to collect their chocolate Easter egg.
Risks & Hazards	<ol style="list-style-type: none"> 1. Trips & Falls 2. Injury through children pushing/shoving 3. Lost child 4. Food poisoning / food allergies 5. Choking
Control measures in place	<ol style="list-style-type: none"> 1. Remove obvious trip hazards. Parent helpers to ensure children move around at a sensible pace. 2. Parent helper(s) on the gate will control the number of children entering/exiting the area. Adults to ensure children move around at a sensible pace. Children may need to queue and wait their turn so that the egg hunt area does not get too congested. 3. All gates will be manned by parent helpers. All children entering the egg hunt area will be ticked off a list by a parent helper. All children leaving will collect their egg with name label indicating they have left the activity. Lunchtime staff briefed and provided the list of children involved. 4. The event is booked and paid for in advance by the participating child's parent so any food allergies should be made known at the booking stage. The chocolate Easter egg given to the child will be purchased from a local supermarket, will remain in its packaging and be within its use by date. 5. The Easter egg is not expected to present a choking hazard. The plastic eggs themselves are clearly not for consumption and are not considered to be a choking hazard. Younger children will be reminded not to put plastic eggs near their mouths and children will be helped with the egg hunt process.
Additional information	<ul style="list-style-type: none"> • A group of parent helpers will be signed up to help with the event. • Refer to the Event Checklist for full details. • The PTA egg hunt will take place within the gated area between pool changing rooms and far side of Foundation near middle school. • The plastic eggs will be hidden within the Foundation outdoor play area (the hidden egg area). • The egg collection point will be positioned by the pool changing room. • First aid kit and accident record book available in medical room. • Area to be tidied after event as necessary, any surplus plastic eggs to be removed from site.
Author / Date	Michaela Thomas 20 th March 2017