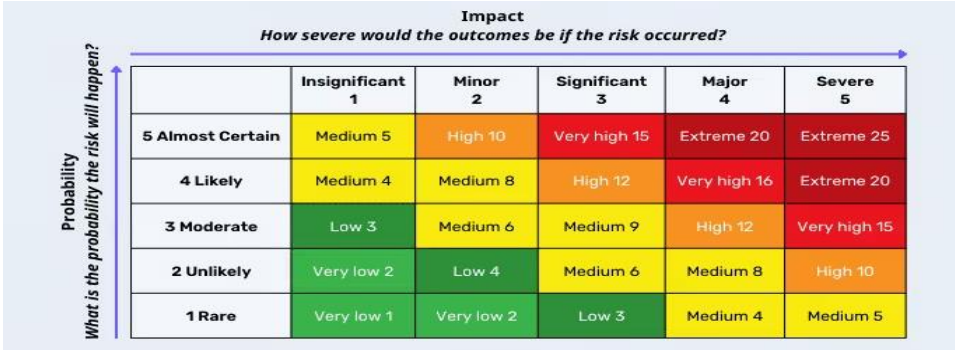


Ellenbrook PTA
Risk Assessment

Event: EllenFest 2026	Evaluating the Risk  The diagram shows a risk matrix with 'Probability' on the vertical axis (What is the probability the risk will happen?) and 'Impact' on the horizontal axis (How severe would the outcomes be if the risk occurred?). The matrix is a 5x5 grid with color-coded cells: Green for Low, Yellow for Medium, Orange for High, and Red for Very High/Extreme. The values in the cells represent the risk level (e.g., 1 Rare, 2 Unlikely, 3 Moderate, 4 Likely, 5 Almost Certain).
Date: Saturday 13 th June 2026	
Location: Ellenbrook School Grounds	
Risk Owners: Mr Wright and Sarah Wood	
Risk Assessment Completed: 3 rd June 2026	
Prepared By: Sarah McDermott	
Distribution: PTA members, volunteers, stallholders, North West Medical Solutions (First Aiders)	

Risk Category	Specific Risk	Who Affected	P	I	OA	Control Measures	Adequately Controlled?
Site Access/ Management	Slips/Trips Collisions Equipment Structures	All	1	2	2	Trip hazards clearly marked All routes clearly marked Site plan agreed First aiders in attendance (North West Medical Solutions)	Yes
Site Access/ Management	Moving vehicles on site	All	1	3	2	School gates locked during event Vehicles marshalled where possible No movement of vehicles during event	Yes
Crowd Management	Overcrowding – crush injuries	All	1	2	2	Capacity review completed All routes clearly signed Site plan agreed Limit ticket sales Stewards for crowd control	Yes
Crowd Management	Unauthorized Access	All	1	2	2	Stewards for crowd control School personnel on site entrance Tickets scanned or purchased upon entry	Yes
Crowd Management	Lost child	All	1	3	3	Designated meeting point (First Aid area) Trained staff and designated officer	Yes

Risk Category	Specific Risk	Who Affected	P	I	OA	Control Measures	Adequately Controlled?
						Lost child procedure communicated to volunteers before event	
Crowd Management	Anti-social behaviour from alcohol consumption	All	1	2	2	Stewards for crowd control Ensure volunteers check ID (challenge 25) Limit consumption Monitor behaviour No glass containers	Yes
Fire and Electrical Risk	Electrical overload from equipment and/or electrocution	All Staff Volunteers Stallholder	1	3	3	Only approved electrical equipment to be used Overloading of sockets prohibited Safety check before event opens by risk controller All staff and volunteers aware of fire safety plan	Yes
Manual Handling	Strains Sprains	Stallholders Volunteers	1	3	3	Staff trained in MH techniques Volunteers briefed regarding correct lifting techniques	Yes
General	Burns/Scalds	Bar Staff Food vendors	1	2	2	Staff and volunteers only use stall/vendor equipment First aiders in attendance (North West Medical Solutions)	Yes
General	Accidents	All	1	2	2	First aid point clearly identified and equipped First aiders in attendance (North West Medical Solutions) Accidents and near misses reported to risk owners	Yes
General	Illness	All	1	2	2	First aid point clearly identified and equipped Access to clean drinking water and toilet facilities First aiders in attendance (North West Medical Solutions)	Yes
General	Fire	All	1	3	3	All staff and volunteers aware of fire safety plan All routes clearly marked Capacity review completed – adequate time to evacuate	Yes
Environmental	Weather	All	2	2	4	Extreme wet weather will direct certain activities not to take place or the event to be cancelled Secure structures, tents etc where possible	Yes
Environmental	Slips/trips on wet ground	All	2	2	4	Extreme wet weather will direct certain activities not to take place • Areas clearly lit All routes clearly marked Trip hazards clearly marked	Yes

Risk Category	Specific Risk	Who Affected	P	I	OA	Control Measures	Adequately Controlled?
Cash Handling	Loss of funds	PTA School	1	1	1	Limit cash/take card payments where possible Assign responsible cash handler Keep cash on stalls to a minimum and deposit in school safe at regular intervals	Yes
External Vendors/ Stall Holders	Allergies from food sales or product sales	All	1	3	3	Allergens clearly marked at all food sale points All food vendors hold food hygiene and food safety certification Allergens clearly marked on products (i.e. skin irritants)	Yes
External Vendors/ Stall Holders	Food poisoning from food sales	All	1	3	3	All food vendors hold food hygiene and food safety certification All food vendors hold public liability insurance	Yes
External Vendors/ Stall Holders	Fire	All	1	3	3	Vendors equipped with fire safety equipment (blankets, extinguishers etc) No unauthorised use of electrical equipment	Yes
External Vendors/ Stall Holders	Unsafe products sold, gazebo collapse, trip hazards	All	1	2	2	Traders responsible for ensuring products comply with applicable safety requirements Stalls to be kept within allocated footprint and walkways kept clear Gazebos and displays are secured appropriately	Yes
PTA/School Stall – General	Unsafe products sold, gazebo collapse, trip hazards, choking risk	All	1	2	2	Stalls to be overseen by a volunteer or school staff member Stalls to be kept within allocated footprint and walkways kept clear Gazebos and displays are secured appropriately Age appropriate prizes and toys to be used, warnings provided where necessary	Yes
PTA/School Stalls – Yucky Dip	Skin irritation/allergic reaction, slips from dropped slime, ingestion of slime	All	1	2	2	Access to hand washing facilities/wipes to remove residue Ingredients available of request Children to be supervised by guardian Spillages cleaned up immediately	Yes
PTA/School Stall – Soak the Teacher	Injury, slips from water spillage, cold exposure	All	1	2	2	Established safe throwing distance Only sponges to be used Activity placed on grass to absorb water spillages Participant able to take breaks Activity stopped if weather conditions are unsuitable	Yes

Risk Category	Specific Risk	Who Affected	P	I	OA	Control Measures	Adequately Controlled?
Fairground Rides	Mechanical Failure	All	1	3	3	Operated by certified staff (external) Operator has public liability insurance Operator completes their own risk assessment First Aid Provision	Yes
Fairground Rides	Equipment malfunction (fire/electrical) Trip hazards from cables	All	1	3	3	Only approved electrical equipment to be used Overloading of sockets prohibited Safety check before event opens by Fairground Operators Fairground Operators aware of fire safety plan Height/weight restrictions Medical condition restrictions	Yes
Climbing Wall	Falls from height, harness failure, incorrect harness fitting, medical conditions	All	1	3	3	Operated by qualified instructors (external) Operator completes their own risk assessment Operator has public liability insurance Equipment inspection by qualified instructor Height/weight restrictions Medical condition restrictions Supervised climbing only Closed during adverse weather First Aid provision	Yes
Inflatables	Falls, collision, high winds/rain	All	1	3	3	Operated by qualified instructors (external) Operator completes their own risk assessment Operator has public liability insurance Inflatables secured/tethered to the ground Equipment inspection by qualified instructor Height/weight restrictions Medical condition restrictions Supervised use only Closed during adverse weather First Aid provision	Yes
Nerf Wars	Eye injury from darts, slip trips and falls, collisions, equipment		1	3	3	Operated by qualified instructor (external) Clearly play boundary marked with spectators outside the play area Protective gear to be worn Hazards removed from play area	Yes

Risk Category	Specific Risk	Who Affected	P	I	OA	Control Measures	Adequately Controlled?
	misuse, unauthorised access to play area					Participant briefing before start Maximum participant numbers First Aid provision Closed during adverse weather	
Face painting/Glitter stand	Allergic reaction or infection	All	1	2	2	External provider to hold a DBS certificate External provider has public liability insurance Use of face paints and glitter suitable for cosmetic use Hygiene procedures adhered to No application to broken or irritated skin Guardian consent for young children	Yes
Music/Stage Equipment	Equipment malfunction (fire/electrical) Trip hazards from cables	All	1	3	3	Only approved electrical equipment to be used Overloading of sockets prohibited Safety check before event opens by sound engineer company Sound engineer aware of fire safety plan Cable matting and tape applied	Yes
PA System/Noise Management	Hearing damage from excessive noise, complaints for neighbours	All Wider community	1	2	2	Sound level monitoring Agreed curfew (event close by 6pm)	Yes
Stage/Performance Area	Stage collapse, structural failure, falls from stage	All	1	3	3	Competent stage contactor Restricted access to stage Stage safety inspection	Yes

External Vendors / Stall Holders refers to food vendor, ice cream van, bar/refreshment provider and individual external stall holders.