



6 Guntons Rd  
Newborough,  
Peterborough  
PE6 7QW

**Assessing the Risk for Open Days**

**Updated October 10/10/12**

### Assessing the Risk for Open Days

<b>Hazard</b> e.g machinery, electrical equipment, fuel, vehicles, structures, crowds	<b>What</b> could go wrong?	<b>Who</b> is likely to be injured from these items?	<b>How</b> are you going to <b>reduce</b> the possibility of someone being injured from these items?	Do you think anything else could or should be done?
Raining	Too wet and the floors become slippy.	Visitors	Move the reception to the pre-school which has a non-slip floor	
Food	Food poisoning	Visitors	<ul style="list-style-type: none"> <li>• Basic food offered, no meat or seafood</li> <li>• Bought from reputable suppliers</li> <li>• Deep cleaned kitchen</li> </ul>	
General hazards around the nursery	Slips and trips	Visitors	<ul style="list-style-type: none"> <li>• Risk assessment prior to open day</li> <li>• Staff tidying as they go</li> <li>• Usual good practice around the nursery</li> </ul>	
Misuse of equipment	Slips, trips and minor injuries	Visitors	<ul style="list-style-type: none"> <li>• Notice to remind parents they are responsible for their children</li> <li>• Staff supervising the rooms</li> <li>• Usual good practice</li> <li>• Risk assessment walk through prior to open day</li> </ul>	
Event Title    Open Day                      Event Date:				
Event Venue    The Nursery			Signature	