

EDUCATION WORKSHOP PROGRAMME VENUE REVIEW/ASSESSMENT

| VENUE: York Food Festival - York City Centre, various locations PERSONNEL UNDERTAKING REVIEW: Lynn Allington, July 2024 | | | |
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| REVIEW ITEM | HAZARD | CONTROL(S) | COMMENT/ISSUES |
| <p>TRANSPORT:</p> <p>Coaches: To drop students at a safe point</p> <p>Parking: Coach Park at Union Terrace, Opposite York St John College.</p> | Children leaving transportation | Use pedestrian crossings and group leader supervision. | <p>This is not the responsibility of the Festival</p> <p>Coaches cannot park in the city centre</p> |
| Public Toilets | Members of the public will also be using the facilities | Close group leader supervision required | If at all possible please make sure children use the toilets before arriving at the event due to limited facilities |
| <p>WORKSHOP VENUES: Infrastructure</p> | <p>Wet Floors Trailing wires</p> <p>Cooking equipment</p> <p>Injury from unsafe equipment</p> | <p>Festival: Training for staff and use of hazard signs</p> <p>Groups: Group leader supervision required</p> | Children to walk around the venues at all times. |
| <p>EMERGENCY PROCEDURES:</p> <p>Fire Exits and information points</p> <p>First Aid:</p> | <p>Inability to evacuate marquee quickly by exits.</p> <p>Injury</p> | <p>The Fire Service has been notified of the event. Multiple exits are obvious in the marquees.</p> <p>First Aid box available.</p> | <p>We have not been informed of any proposed tests of the equipment.</p> <p>Festival First Aider and Box are available but not necessarily in the same workshop location.</p> <p>In the first instance, the responsibility for First Aid is the group leaders.</p> |

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| EVENT/WORKSHOP ISSUES: | | | |
| Practical Session: | Injuries from using kitchen equipment. | Children follow strict instructions. Guidance from Event staff and supervision by group leaders at all times. | |
| LACK OF STORAGE FOR COATS AND BAGS: | Tripping hazard Possibility of Loss / Theft | To be stored as directed at each venue. Group leader supervision | Groups advised to bring as little with them as possible, especially valuables. Coats and bags to be kept on their person to avoid loss /theft. |
| TRAFFIC | Travelling from one venue to another, children could be hit by traffic or suffer from slips, trips and falls Being lost or diverging from the route | Group leader supervision. Group leader supervision. | Festival staff will be assigned to your group to guide you from one location to another. |
| ALLERGIES | Ingredients being used could be harmful to those with allergies | Group leaders to make sure those with allergies are not partaking of activities that put the student in direct contact with the ingredient they are allergic to. | There is the possibility of 'sitting out' an activity if required. Alternatively if the groups contact the Festival in advance it should be possible to pre-arrange an itinerary for students to avoid ingredients that they are allergic to. Group leaders should email the Festival if there is an acute or specific issue, especially if this arises from the general environment (e.g. flour dust) rather than just handling of specific items |
| EVENT CLOSE OUT: | Being lost or diverging from the route | School supervision. | |