

EVENT-SPECIFIC RISK ASSESSMENT

Year 4 Sleepover — Handsworth Primary School

School	Handsworth Primary School	Date(s)	27 March 2026
Activity / Location	Year 4 Sleepover at Handsworth Primary School	Assessment Date	23 February 2026
Group Leaders	Robert Tromans / Laurie Rogers	Authorised By	Claire Nairne
Additional Adults	Dale Johnson, Alex Solomon, Afua Addai-Diawuo, Helen Walter, Megan Simons, Sadia Ali		
Classes Attending	4RT and 4LR	Lead Assessor	Afua Addai-Diawuo

Who Might Be Affected

Pupils ✓ Staff / Employees ✓ Volunteers ✓ Members of Public / Parents ✓

Risk Rating Key

Likelihood / Severity	Minor	Major	
Rare	Low	Medium	Low = No action required
Possible	Low	High	Medium = Monitor & review
Almost Certain	Medium	High	High = Action required

Hazard Assessment

Hazard	Who is at Risk?	Current Control / Mitigation Measures	L	S	Risk Rating	Further Action Required
Authorisation & Insurance	All	- Event authorised by Headteacher - School insurance provider notified, and approval confirmed prior to event	Possible	Minor	Low	Confirm insurance sign-off before 27.03.26

Hazard	Who is at Risk?	Current Control / Mitigation Measures	L	S	Risk Rating	Further Action Required
		- Risk assessment reviewed and signed off by Headteacher - All relevant documentation shared with staff in advance				File completed RA with Headteacher
Pupil Information & Medical Needs	Pupils	- Class teachers to collect and review all medical, dietary, and allergy information before the event - Any medicines required overnight to be handed to staff in labelled containers with written parental consent - Information on night-time tendencies (e.g. sleepwalking, bedwetting) to be gathered via consent forms - SEND and inclusion needs to be considered and reasonable adjustments made - Staff to have access to pupil information during the event	Possible	Major	High	- Pupil information pack to be completed by parents via consent letter - First aid kit to be accessible throughout
First Aid / Medical Emergencies	Pupils Adults	- At least one member of staff holds a current paediatric first aid certificate - First aid kit to be present and accessible throughout the event - In the first instance, Handsworth staff to administer first aid - If injury is not improving or situation is uncertain, parents/guardians to be called - If serious or agreed between parties, ambulance to be called (999) - All staff familiar with accident/incident reporting procedures - First aid log to be completed for any incidents	Possible	Major	High	- Confirm first aider on site all night - First aid kit checked and stocked before event
Fire	All	- Existing school fire risk assessment reviewed in respect of the sleepover arrangements (MANDATORY) - Fire evacuation procedures communicated to all staff and volunteers before the event begins - All staff to know: sound of alarm, location of exit doors, assembly point, and responsibility for calling emergency services - Emergency lighting confirmed as operational in all occupied areas	Rare	Major	Medium	- Dummy evacuation to take place at start of event - Confirm emergency lighting is working

Hazard	Who is at Risk?	Current Control / Mitigation Measures	L	S	Risk Rating	Further Action Required
		- Fire evacuation plans - children reminded in in class on the day. - No candles or open flames permitted - Fire exits to remain clear and unobstructed throughout the event				
Security & Safeguarding	All	- All attending staff and volunteers to hold a valid enhanced DBS check - School building to be secured once the event begins — all external doors locked - Access restricted to areas being used for the sleepover; unoccupied areas secured - Intruder alarm zoned appropriately so occupied areas are excluded - A register of all pupils attending to be taken at the start and checked throughout the night - Sleeping and changing arrangements for pupils and staff are documented and gender-appropriate - Boys to sleep in Small Hall (alternative: Room 3KC); Girls to sleep in Main Hall (alternative: Room 3RA); Quiet room: 2NR - Male staff to be in Small Hall / 3KC; Female staff in Main Hall / 3RA / 2NR - Arrangements for safe collection of pupils the following morning to be confirmed in advance - A phone to be available in the area used for the sleepover at all times	Possible	Major	High	- Room allocation plan to be circulated to all staff - Register template prepared in advance
Supervision Ratios & Staffing	Pupils Adults	- Supervision ratios agreed in advance and appropriate for year group - Staff: Robert Tromans, Laurie Rogers, Dale Johnson, Alex Solomon, Afua Addai-Diawuo, Helen Walter, Megan Simons, Sadia Ali	Possible	Major	High	Confirm final staff list and roles before 27.03.26

Hazard	Who is at Risk?	Current Control / Mitigation Measures	L	S	Risk Rating	Further Action Required
		- Consideration given to what happens if a member of staff needs to leave the site (e.g. to take a homesick child home) — remaining staff ratios must still be adequate - Parental collection is the preferred option for homesick pupils (see Behaviour section) to avoid affecting ratios - Staff roles and responsibilities to be agreed and shared before the event				
Sleeping Arrangements & Comfort	Pupils Adults	- Boys: Small Hall (alternative 3KC); Girls: Main Hall (alternative 3RA); Quiet room: 2NR available if needed - Rooms checked for suitability — size, ventilation, proximity to toilet facilities - Children to bring appropriate sleeping equipment (sleeping bag, pillow) - Children allowed one comfort item to help them settle - Silence from 22:00 to 06:30; children not permitted to leave sleeping area unless accompanied by an adult or going to the toilet. - Heating to remain on at a comfortable temperature overnight - Temperature in sleeping areas to be checked before lights out	Possible	Minor	Low	Check heating schedule with site manager
Children Unable to Sleep / Distressed	Pupils	- Expectations of the evening explained to children in class beforehand in school on 27th. - Timetable and routine shared with children and parents in advance - Staff to gently reassure any child who is struggling — acknowledge it is just one night - If a child remains distressed: parents/guardians to be called before lights out - If needed: parents called to collect child (this is the preferred option to protect supervision ratios)	Possible	Minor	Low	

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Behaviour & Absconding	Pupils Adults	- Behaviour expectations and code of conduct are shared with pupils in advance and reiterated on the evening - Children not permitted to leave sleeping areas unaccompanied after lights out - School building secured — all external access points locked and monitored - Staff positioned in or near sleeping areas throughout the night - Any child who is persistently disruptive: parents to be contacted and asked to collect if necessary	Possible	Major	High	Confirm building lock-down procedure with site manager
Food & Drink / Catering	Pupils Adults	- All food allergies and dietary requirements from pupil information to be catered for - If food is cooked/prepared, at least one member of staff to hold a Level 2 Food Hygiene certificate - School kitchen to be used by authorised staff only - Teeth to be brushed in classrooms (tap water in washrooms not designated for drinking) - Toothbrushes and toothpaste to be provided for pupils who forget their own	Possible	Major	High	Confirm food/catering plan and check allergen list against attendees
Parental Consent & Communication	Pupils	- Formal written consent obtained from parents/carers for all attending pupils - Up-to-date emergency contact details held for every child - Parents informed of timetable, pick-up time, and what children need to bring - Parents informed of procedures for collection if a child needs to go home during the night - Community notification considered if outdoor areas are to be used after dark	Possible	Minor	Low	Issue consent letter and information pack to parents by [date TBC]
Cancellation	All	- Cancellation procedure agreed in advance - Parents to be informed as soon as possible in the event of cancellation	Rare	Minor	Low	Document cancellation plan

Sleeping & Supervision Arrangements

Area	Pupils	Staff	Notes
Main Hall	Girls (primary)	Female staff	Alternative: Room 3RA
Small Hall	Boys (primary)	Male staff	Alternative: Room 3KC
Room 2NR	Quiet room (any pupil as needed)	Female staff if occupied	For pupils who need additional support settling

Sign-Off

Lead Assessor Name	Signature	Authorised By	Date

Staff Confirmation — I confirm I have read and understood this risk assessment

Print Name	Signature	Print Name	Signature
Robert Tromans		Laurie Rogers	
Dale Johnson		Alex Solomon	
Afua Addai-Diawuo		Helen Walter	
Megan Simons		Sadia Ali	

This risk assessment should be reviewed at least annually or following any significant incident or change to procedures.