

SCHOOL FILM NIGHT

Location		Activity				
Pilsley school, held at the cavendish hall		School film night 1st March '24				
Issue						
Ensure the safety of the children and helpers throughout the event.						
Number	Hazards and effects	Who could be harmed?	Risk rating H, M, L	Detail controls	Detail further action required to reduce risk	Revised risk rating H, M, L
1	Physical harm from running	Children in the school hall	M	Children to be supervised at all times within the hall by a parent or an adult the parent has arranged with in advance.	All PTA helpers' responsible adults to monitor the children in the hall and calm down over-excited children.	L
2	Physical harm running and bumping into each other, spillages	Children moving into drinks area	M	As above. Children to stay within the drinking area (not to move around with drinks) all spills to be mopped up straight away.	As above	L
3	Physical harm resulting from falling in the toilet area	Children slipping/tripping	H	PTA member to inspect the toilets and its condition regularly throughout the film.	Water to be cleaned up straight away	L
4	Physical harm from a fire within the site	Children/adults present	M	Alarm will sound and children evacuated into the car park. General sweep of the area to be done.	Safety officer will be point of contact during emergency. Fire alarm talk with children prior to film starting.	L
5	Noise and damage to hearing	All those present at the event	M	Film will be set at a sensible level for this event.		L
6	Injury or severe ill health	Children at the event	L	Permission slips have a section for any known medical conditions	Dial 999 in the event of an emergency and contact the child's parent. First aider present	

7	Safeguarding issues throughout the film while school building is unsecured	Children at the event	H	Children to be supervised at all times within the hall by parents,	All exits from the hall will be manned by an PTA member to prevent children from moving freely within the building or leaving without permission.	L
8	Theft and vandalism resulting from security of school building after the event.	Property damage	M	Safety officer and Organiser- to inspect the hall ensuring everyone has left before the hall is locked up.	to lock the hall when search has been completed.	L

9	Poor behaviour resulting in injury and disruption	Children at the event	M	Children behaving poorly will be removed to foyer by a parent	Behaviour discussed with the child, allowing time for them to calm down and apologise before being allowed to re-join the film	L
10	Safeguarding issues through mobile use	Children at the event	L	All helpers will be reminded that mobiles cannot be used during the film.	PTA organiser or First aider are allowed to use mobiles in an emergency or should a need arise to call a child's parent.	L
11	Security of money	N/A	H	Money will be retained and kept safe by (name of PTA committee member) (please refer to PTA UK cash cover limits	Two members of the PTA will count up profit from all sales and document the amount.	L
12	PTA helpers with DBS	Children/helpers	L			L

13	PTA helpers without DBS	Children/helpers			Helpers without DBS will never be left in sole charge of children. They will always be accompanied by a DBS helper.	L
14	Cables required for projector etc	All	M	All cables to be managed and on the stage area.	Only PTA committee members allowed on the stage.	L

Event Organiser	First Aider
Name and contact details	Name and contact details
Safety Officer Name and contact details	