

SCHOOL DISCO

| Location | | Activity | | | | |
|---|---|----------------------------------|------------------------|--|---|--------------------------------|
| Pilsley school, held at the cavendish hall | | School Disco 8/12/23 | | | | |
| 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 and dancing | 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 disco. | 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 disco starting. | L |
| 5 | Noise and damage to hearing | All those present at the event | M | Disco 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 disco 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 | Property damage | M | Safety officer and Organiser- to inspect the hall ensuring | to lock the hall when search has been completed. | L |

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| | building after the event. | | | everyone has left before the hall is locked up | | |
| 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 disco | L |
| 10 | Safeguarding issues through mobile use | Children at the event | L | All helpers will be reminded that mobiles cannot be used during the disco. | 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 | Payment for DJ will be at the end of the disco Money will be retained and kept safe by (name of PTA committee member) (please refer to PTA UK cash cover limits) | A receipt for payment will be asked for. 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 |

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