|  |  |
| --- | --- |
|  **Location** |  **Activity** |
|  Wyton on the Hill Primary School | Bingo – 6th February 2026 |
|  **Issue** | Safety Officer: Jason Tuxworth; First aider: Jason Tuxworth |
|  Ensure the safety of the visitors 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 tripping  | All present | M | Adequate space to be placed between tables.No trailing cables. | Bar staff to stop serving anyone who is too intoxicated. | L |
| 2 | Slipping from spilt liquid | All present | H | The area surrounding any liquid that is spilt is cordoned off.The liquid is cleaned immediately. | The area is left cordoned off until it is completely dry and safe. | L |
| 3 | Visitors consuming too much alcohol  | Visitors | M | Bar staff to stop serving alcoholic drinks to anyone who is too intoxicated.Helpers to be monitoring behaviour of visitors to look for signs that someone might be too intoxicated. |  | L |
| 4 | Physical harm resulting from falling in the toilet area  | All present | H | WSCA member to inspect the toilets and its condition regularly throughout the disco. | Water to be cleaned up straight away  | L |
| 5 | Physical harm from a fire within the site | All present  | M | Alarm will sound and visitors evacuated into the car park. | Safety officer will be point of contact during emergency. Fire alarm talk with visitors prior to event starting. | L |
| 6 | Injury or severe ill health | All present | L | Dial 999 in the event of an emergency.Keep first aid kit in the hall. | Have a first aider present | **L** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** |
| 7 | Theft and vandalism resulting from security of school building after the event.  | Property damage | M  | Organisers - to inspect the school ensuring everyone has left before the school is locked up | School caretaker to lock the school when search has been completed. | L |
| 8 | Security of money | N/A | H | Cash is kept in locked cash box.Money will be retained and kept in a locked cupboard in the school.  | Two members of the WSCA will count up profit from all sales and document the amount. | L |