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| **Location** | | | | | **Activity** | | |
| Wyton on the Hill Primary School | | | | | School Disco – Thursday 23rd October, 18:00-19:45 | | |
| **Issue** | | | | | Safety Officer: Marta Reder; First aiders: Jason Tuxworth, Sam Marsden, Marta Reder | | |
| 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 PTA Helpers. | | All PTA helpers 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 their 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. | | Safety officer will be point of contact during emergency. | L |
| 5 | Safety of children on drop off ie safeguarding and lost children | Children attending the disco | H | Children to be ticked off on register when they arrive.  On leaving, PTA member to only allow children out of the building if their parent and/or trusted adult can be seen. | |  | L |
| 6 | Noise and damage to hearing | All those present at the event | M | Disco will be set at a sensible level for this event. | |  | L |

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| 7 | Sickness and allergic reaction due to dietary requirements/medical conditions | Children with specific dietary requirements/existing medical conditions | H | PTA to liaise with the school prior to the event to determine if children have allergies. | PTA first aider to be made aware of the children with medical conditions and supervise children needing medication. Known conditions:  If food is being served, all children with food allergies will be catered for. Their food will be labelled and given out first to ensure no mistakes are made regarding dietary needs.  All children with medical conditions allergies or dietary requirements will be flagged up on the register.  First aider on site to deal with any emergencies. | L |
| 8 | 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 PTA Helpers. | All exits from the hall will be manned by a PTA member to prevent children from moving freely within the school or leaving without permission. | L |
| 9 | Theft and vandalism resulting from security of school building after the event. | Property damage | M | PTA members to inspect the school ensuring everyone has left before the school is locked up. | School caretaker or the School Business Manager to lock the school when search has been completed. | L |
| 10 | Poor behaviour resulting in injury and disruption | Children at the event | M | Children behaving poorly will be removed to the atrium with a member of the PTA or school staff. | Behaviour discussed with the child, allowing time for them to calm down and apologise before being allowed to re-join the disco | L |
| 11 | 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 |
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| 12 | Security of money | N/A | H | All cash will be stored in a lockable storage box.  If needing to be unattended, the box will be locked. | Electronic card payments are encouraged where possible.  Two members of the WSCA will count up profit from all sales and document the amount. | L |
| 13 | Emergency resulting in needs for contacts | Children/parents/carers | L | All emergency contact numbers for each child is to be kept by the school and accessible by school staff attending the disco. | School staff will call parents/carers if required. | L |
| 14 | 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 |
| 15 | 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 |
| 16 | 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 |
| 17 | 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 |