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| **Location** | | | | | **Activity** | | |
| Wyton on the Hill Primary School | | | | | Race Night – 10th May 2025 | | |
| **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** |

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| **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 |
| 9 | Children betting | Children | M | Person responsible for taking bets always ensures an adult is present with the child. | Everyone present reminded that children cannot hand over money for betting unaccompanied. | L |
| 10 | Excessive betting | Adults | M | Low price bets encouraged.  Person responsible for taking bets monitors the amount individuals are placing on races. | Discrete words are had with individuals where concern is raised about the amount they are spending on bets.  Person taking bets limits the size of bets allowed if concerns exist for the amount an individual is spending. | L |
| 11 | Food poisoning | All present | M | Food is cooked thoroughly and temperature of food checked.  Stringent hygiene is exercised for those preparing and serving food, | Those preparing and serving food have food safety and hygiene training | L |