

EXAMPLE SCHOOL DISCO

Location		Activity				
Example primary/secondary school (event address)		School Disco (date of event)				
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 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 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 playground. Register to be taken	Safety officer will be point of contact during emergency. Fire alarm talk with children prior to disco starting.	L
5	Safety of children on drop off re safeguarding and lost children	Children attending the disco	H	KS1: children to be signed into disco in their classroom by PTA member with the assistance of their teacher. KS2: children will be signed in by their parents in the school hall	KS1: once signed in PTA member and teacher will walk the children into the hall. KS2: A member of the PTA will hold class names up and assist parents with signing in their child.	L
6	Safety of the children on collection re safeguarding and lost children	Children attending the disco	H	KS1: children will be collected from their own classrooms by their parent/carer who will sign them out. KS2: children will be collected in the school hall and signed out by their collecting adult.	KS1: Permission slips with the name of collecting adult have been received for all children attending the disco. KS2: as above	L
7	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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8	Sickness and allergic reaction due to dietary requirements/medical conditions	Children with specific dietary requirements/existing medical conditions	H	<p>Permission slips had a section for medical condition and dietary requirements known.</p> <p>Known food allergies should also be listed in this section.</p>	<p>Appointed PTA volunteer to be made aware of the children with medical conditions.</p> <p>PTA member supervise children needing medication. Known conditions:</p> <ul style="list-style-type: none"> • Diabetes (name of child) Parent to check BM level prior to the disco and alter insulin levels accordingly. • ADHD (name of child) – parent will be attending event • Coeliac (name of child)– parent to provide appropriate snack • Epilepsy (name of child) - parent to be available • Asthma (name of child)– Check child has inhaler at the beginning of the event. <p>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.</p> <p>All children with medical conditions allergies or dietary requirements will be flagged up on our register. (this information will be kept confidential for PTA helpers only)</p> <p>First aider on site to deal with any emergencies – (name of appointed first aider)</p> <p>Dial 999 in the event of an emergency and contact the Childs parent. First aider present</p>	<p>L</p> <p>L</p> <p>L</p>
9	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	

11	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 an PTA member to prevent children from moving freely within the school or leaving without permission.	L
12	Theft and vandalism resulting from security of school building after the event.	Property damage	M	Safety officer and Organiser- 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
13	Poor behaviour resulting in injury and disruption	Children at the event	M	Children behaving poorly will be removed to the library with a member of the PTA	Behaviour discussed with the child, allowing time for them to calm down and apologise before being allowed to re-join the disco	L
14	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
15	Security of money	N/A	H	<p>Payment for DJ will be at the end of the disco</p> <p>Money will be retained and kept safe by (name of PTA committee member) (please refer to PTA UK cash cover limits</p> <p>All ticket money raised is already with the school.</p>	<p>A receipt for payment will be asked for.</p> <p>Two members of the PTA will count up profit from all sales and document the amount.</p>	L

16	Emergency resulting in needs for contacts	Children/parents/carers	L	All emergency contact numbers for each child was requested on the permission slip these details will be kept with the register.	Named PTA volunteer will call parents/carers if required.	L
17	PTA helpers with DBS	Children/helpers	L			L
18	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

Event Organiser	First Aider
Name and contact details	Name and contact details
Safety Officer Name and contact details	Disco Numbers KS1: 90 children KS2: 95 children 185 children attending the two discos in total