

Risk assessment for Newton Poppleford School Disco (08.02.2024 15:30-17:15)

Organised by Newton Poppleford School PTFA

Venue: Newton Poppleford Primary School, School Lane, Newton Poppleford EX10 0EL

Assessment carried out by: Georgia Trengove (Secretary)

Date assessment was carried out: 01.02.2024

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Done
Setting up and taking down	All volunteers	<p>Make sure that individuals do not do heavy lifting on their own.</p> <p>Carry one table between two people.</p>	Ensure there are enough volunteers to set up and pack away.	Teri Georgia	
Crowd management	Members of the public and fete volunteers. This is the risk throughout this document.	<p>Identified pinch points throughout the venue.</p> <ul style="list-style-type: none"> • Entry and exit from the venue • Queuing at tuck table/drinks station. • Refreshment areas and stalls 	<p>Tuck shop placed in an area where it is easy for people to queue and no hazards such as doors.</p> <p>Hold two discos to limit the amount of people to each disco.</p>	Teri/Al Georgia	

	Emergency evacuation	<ul style="list-style-type: none"> • Toilets • Limiting the amount of pupils are parents to each disco- 190 people. <p>In case on an emergency eg. fire all people attending the disco will be told to evacuate to the playing field where we will do a head count.</p>	<p>Teri has consulted with Angela about capacity in the school hall and this has informed us about how many pupils and parents can attend the disco.</p> <p>Parent chaperones to look after own pupils.</p> <p>Parents are responsible for their own children's safety.</p>		
Hygiene	As above	<p>Identified areas of hygiene risk</p> <ul style="list-style-type: none"> • Cash handling at stalls • Touch points – doors • Toilets • Microphone 	<p>70%+ alcohol hand gel on all stalls and picnic tables.</p> <p>Cleaning spray and disposable towel at stalls to wipe touch points between customers and any games props.</p> <p>Bin liners to dispose of paper towels at all stalls.</p> <p>Doors enroute to toilets to be propped open to minimise touching and aid ventilation inside the school building.</p>	Teri Georgia	

			<p>Fire marshal to close doors in the event of a fire. Toilets checked during fete – main touch points disinfected.</p> <p>Microphone sanitised between uses.</p>		
Tuck shop	Risk of allergens.	<p>Make sure helpers are aware of the allergens.</p> <p>Provide alternatives for allergens.</p>	<p>Checked with the school office of the number of children with allergens and provided suitable replacements. No nuts or sesame in products.</p>	Teri Georgia	
Waste rubbish and clean up	As above	<p>Identified need to dispose of rubbish from tuck shop (drinks, wrappers etc..) and any other waste left behind.</p> <p>Provide bins to encourage appropriate disposal.</p>	<p>Volunteers cleaning up after event offered disposable gloves to use and hand gel made available.</p>	Teri Georgia	
General slips, trips, falls and minor injuries.	All attendees at risk of trips and falls	<p>Identified areas of risk.</p> <p>Cables and extension lead across the site.</p>	<p>AI to ensure all trailing cables and extension leads are safely secured/ taped down. Monitored throughout fair to ensure continued safety.</p>	Teri Georgia AI	

	<p>Hearing damage from loud music Setting off epileptic seizures</p> <p>Injuries due to lack of light</p>	<p>Secure all boards to mitigate risk of falling.</p> <p>Disco equipment to be placed in front of climbing apparatus to prevent climbing.</p> <p>DJ will be aware of the acceptable noise volume. DJ is aware of the 20 second rule for strobe lighting. This is the maximum time a strobe can be used continuously and a gap of at least 60 seconds must exist between uses.</p> <p>The lights from the disco provide adequate light to be able to see potential hazards</p>	<p>Qualified first aider on site at all times.</p> <p>Groups are pre-warned that there will be flashing lights and lights do not need to be used if it could be a problem.</p> <p>It will still be light outside therefore it shouldn't be too dark in the hall.</p>		
<p>Poor behaviour of attendees</p>	<p>All attendees</p>	<p>Parents to attend disco to help supervise own children.</p> <p>DJ/Teri to warn group if they continue to misbehave the disco will stop.</p>	<p>Anyone not behaving in a suitable manner will be asked to leave the event.</p>	<p>Al Teri Georgia</p>	

Equipment Failure, falling over due to pushing or pulling	The equipment is tested by the manufacturer to hold the weight of the lights.	All the equipment will be set up by AI and tested.	Check equipment before the start of the disco.	AI	
Face painting	Risk of allergic reaction	The ingredients of the products can be displayed. Avoid contact with eyes and mouth. Adult supervision.	The stallholder to ask attendees if they are allergic to any ingredients and warn if people have delicate skin.	Stallholder	
Lost child at event	All attendees	Risk of lost children All activities confined to the school building. PA system available for announcements.	Volunteers to support action.	All volunteers	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/



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