

Event Risk Assessment Form - Disco Deluxe Party

Event Name:		Date:		Venue:	
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(1) Activity / Area of Concern	(2) Hazards Identified	(3) Persons at Risk	(4) Current Risk Factor (high, medium or low)	(5) Actions to be Taken to Minimize each Risk	(6) New Risk Factor (high, medium or low)
Vulnerable persons	Children at event without parental supervision	Abuse, confusion, stress, anxiety, misunderstanding	Medium	<ul style="list-style-type: none"> Ⓢ No 1:1 contact with children at any time. Ⓢ DBS certificate available to school/customer on request. Ⓢ PTA /School / adult staff & volunteers are on hand to supervise children at all times. Ⓢ All exits to be monitored by school PTA/Staff/volunteers/parents, no children allowed out of building without parents. Ⓢ DJ to assist school exit policy in announcing children are not to leave without parents. 	Low
Activities (Including and not limited to dances and games, pass the parcels, hula hoop, limbo, parachute games and pom poms)	Injury	Entertainer and Members of the public	Low	<ul style="list-style-type: none"> Ⓢ Dances and games are age appropriate. Ⓢ Space is accessed prior to activities. Ⓢ Clear instructions are given to children/adults Ⓢ Activities should be as inclusive as possible and adapted for wheelchair users where possible. Ⓢ All children and adults participate at their own risk and sit out of activities they deem unable to participate in. Ⓢ Weighted hula hoops are for adult use only where children are stood back from the activity or sat in a circle away from the user. 	Low
Use of Electrical Equipment	Risk of electrocution/ Fire Risk	Entertainer and Members of the public	Low	<ul style="list-style-type: none"> Ⓢ All equipment is PAT tested annually – Disco equipment is serviced regularly and any damaged equipment is removed. Ⓢ RCD Switches are used as a safety precaution. 	Low
	Risk of tripping on Cables	Entertainer and Members of the public	Low	<ul style="list-style-type: none"> Ⓢ Cables are tidy and taped to the floor. 	
Use of Bubble/ Snow or smoke Machine	Allergy	Entertainer and Members of the public	Low	<ul style="list-style-type: none"> Ⓢ COSHH Health & Safety documents supplied in advance if required. 	Low
	Damage to environment			<ul style="list-style-type: none"> Ⓢ No significant risk to man or environment under normal conditions of handling and use. 	
	Slip Hazard			<ul style="list-style-type: none"> Ⓢ Smoke machines are not recommended for under 11yrs or around children with asthma or in very enclosed environments or where fire alarms may be triggered. (not normally used with a school disco) Ⓢ Bubble and snow machines are used in moderation and limited to avoid over wetting a floor and are used at appropriate times within a party to allow for drying time and evaporation. Caution signs to be used immediately after use until dry. 	

Crushing, entrapment	Raise/heavy PA or lighting equipment falling onto child. One group arriving as another leaves - Minor or serious injury	Members of the public - children	Low	<ul style="list-style-type: none"> Ⓢ No lighting rack or overhead lights to be used. Ⓢ PA equipment and lighting placed on a sturdy table Ⓢ Hazard floor barriers used to prevent children from getting too close. Ⓢ PA and lighting equipment to be limited to as small an area as practical Ⓢ We advise that where possible, a one way system to be used when the disco finishes. 	Low
Position & Set up of Equipment	Risk of obstruction	Members of the public - children	Low	<ul style="list-style-type: none"> Ⓢ Entrance / exit to party activities constructed to allow easy access for members of the public. Suitable positioning of equipment table in an area which avoids any entry/exits. 	Low
Crowd management	Over-crowding whilst waiting for face painting.	Members of the public	Low	<ul style="list-style-type: none"> Ⓢ Area to allow space for queuing without obstruction. 	Low
Loud Noise	PA System - Temporary or longer term hearing Problems.	DJ / Members of the public	Medium	<ul style="list-style-type: none"> Ⓢ DJ to limit sound to acceptable levels Ⓢ Loudness of PA system to be monitored by PTA and DJ during the event, PTA to inform DJ immediately if any adjustments to noise levels are to be made. Ⓢ Noise monitoring equipment to be made available for use if required. <p><i>Noise Level examples:</i> 60–70 Busy classroom – lots of students Normal voice at 1 metre 80–90 Vacuum cleaner Person shouting at 1 metre 100 Very loud disco music (maximum recommended by World Health Organisation)</p>	Low
Fire	Electrical Fault -	DJ & Members of public	High	<ul style="list-style-type: none"> Ⓢ PTA/Staff/Volunteers to advise of fire evacuation procedures & make DJ aware of meeting point Ⓢ DJ available to announce evacuation if required. 	Low
Dehydration & exhaustion	Dancing - dizziness/hyperventilating, anxiety, confusion	Children	Low	<ul style="list-style-type: none"> Ⓢ DJ to be aware of the first aider's name. Ⓢ DJ to be vigilant to anyone looking unwell & requiring rest or water. Ⓢ We advise that water and refreshments are available during the disco. 	Low
Inadequate first aid provision	Lack of trained first aider	Adults/ Children	Low	<ul style="list-style-type: none"> Ⓢ PTA/Staff/Volunteers/ parents to advise DJ of named trained first aid staff member present Ⓢ School first aid kit to be made available and kept nearby. Ⓢ PTA/Staff/Volunteers/parents or DJ can contact emergency services by dialling 999, using mobile or school phones. Ⓢ School policy to apply for access to all pupil's emergency contact details and medical records/ pre-existing medical conditions. 	Low
Sweets & Giveaways	Allergy to sweet ingredients / Choking	Members of the public - children	Medium	<ul style="list-style-type: none"> Ⓢ No hard sweets e.g. lollipops or boiled sweets to be given as handouts & we recommend the same for any sweets sold at the tuck shop. Ⓢ Please advise in advance on the booking form of any known allergies or preference for Kosher/Vegetarian sweets or chocolate (an additional fee may apply for specialised sweets) 	Low

Name of person completing Risk Assessment (printed):Signature: Date:

FIRE EVACUATION POINT:

NAMED FIRST AIDER: