

Appendix 3
LANGLEY PRIMARY PTA RISK ASSESSMENT

Event: School Disco
Location: Junior Hall

Impact/severity	High			
	Med			
	Low			
		Low	Med	High
Likelihood				

Hazard	Persons at Risk	Risk Description	Gross / Initial risk		Risk Level	Current Mitigating Action (Existing Controls /Precautions)	Net risk		Risk Level	Owner
			Likelihood	Impact/Severity			Likelihood	Impact/Severity		
Section 1		General Hazards								
Supervision	Visitors to the disco – Children and Adults. PTA Staff and volunteers	<ul style="list-style-type: none"> Children who not supervised can be left to wonder and potentially go missing. Helpers left unsupervised. Toilets left unchecked. Toilets are to be supervised Use of faulty electrical equipment such as drills, cleaning machines, buffers, heaters, etc. Lack of helpers 	M	H	Red	<ul style="list-style-type: none"> (IP) Infant Disco – Parents must stay Junior Disco – Parents leave a contact number (IP) All helper who is not DBS checked is to be supervised, by either a committee member or another helper who is DBS cleared. This does not need to be one on one, but regular checks are to be made. (IP) Children are contained within the school building with access only to the hall and toilets. (IP) No children will go outside until their grown up has arrived. (IP) If there is a shortfall of parent helpers the Junior disco is not to go ahead. The Infant disco can continue as supervision is given by the children's parents. 	L	M	Green	PTA Committee

DBS Checks	Visitors to the disco – Children and Adults. PTA Staff and volunteers	<ul style="list-style-type: none"> Personal with no DBS checks 	M	M	Amber	<ul style="list-style-type: none"> (IP) Not all personal needs to be DBS checked. However, all PTA committee members are to be enhanced DBS checked and be freed up to supervise the Disco and those without a DBS. 	L	M	Green	PTA Committee
Disco DJ	Visitors to the disco – Children and Adults. PTA Staff and volunteers	<ul style="list-style-type: none"> DJ with no DBS check. Equipment 			Amber	<ul style="list-style-type: none"> (IP) According to safeguarding advice given from 'Parent Kind', the DJ does not need to be DBS checked, providing there is enough supervision from PTA helpers. All equipment must safe to use. Electrical equipment must be PAT tested within the past 12 months. 	L	M	Green	PTA Committee
Slip or trip hazards	Visitors to the disco – Children and Adults. PTA Staff and volunteers	<ul style="list-style-type: none"> Slipping from spilt drinks or food. Trailing cables and benches can cause a trip hazard. 	M	M	Amber	<ul style="list-style-type: none"> (IP) Slip trip caused by spillages (IP) Spillages removed from floor 	L	M	Green	PTA Committee
Noise	Visitors to the disco – Children and Adults. PTA Staff and volunteers	<ul style="list-style-type: none"> Noise can have an affect on children, especially those with additional needs. 	H	M	Red	<ul style="list-style-type: none"> (IP) Professional DJ gauges general feeling and instructs children if any situation (IP) Music volume reduced if required. 	L	L	Green	PTA Committee

Excited children	Visitors to the disco – Children and Adults. PTA Staff and volunteers	<ul style="list-style-type: none"> Excited children can create a hyperactive environment. This can cause problems for children addition needs. 	M	M	Amber	<ul style="list-style-type: none"> (IP) PTA members oversee general 'atmosphere' and will take action if thought necessary. (IP) Energetic children asked to calm down if required 	L	M	Green	PTA Committee
Food Poisoning / choking	Visitors to the disco – Children and Adults. PTA Staff and volunteers	<ul style="list-style-type: none"> Risk of food contamination/Poisoning if food is not prepared in a control way. 	M	M	Amber	<ul style="list-style-type: none"> (IP) All food and drinks, i.e. fresh fruit or vegetable snacks, prepared hygienically (IP) Pre-pack food and drinks within sell by date and ingredients available on packaging. (IP) No food to be sold that is thought to be a choking hazard. (IP) Plenty of adult supervision 	L	M	Green	PTA Committee
Electrical Items	Visitors to the disco – Children and Adults. PTA Staff and volunteers	<ul style="list-style-type: none"> Electrocution 	M	M	Amber	<ul style="list-style-type: none"> (IP) All items brought in by external venders and parents must be have been PAT tested within the last 12 months. 	L	M	Green	PTA Committee

Vulnerable Children	Visitors to the disco – Children and Adults. PTA Staff and volunteers	<ul style="list-style-type: none"> • Risk risk to the child and other children at the disco. 	M	H	Red	<ul style="list-style-type: none"> • (IP) Vulnerable children to be supervised by a legal guardian or parent. 	L	M	Green	PTA Committee
Intruders/ Strangers	Visitors to the disco – Children and Adults. PTA Staff and volunteers	<ul style="list-style-type: none"> • Intruders can potentially enter the disco through various entrances. • Unknown adults to attend the disco. 	L	H	Amber	<ul style="list-style-type: none"> • (IP) Only known PTA members and known helpers are admitted in the building, these are agreed in advance. • (IP) Any persons that are not known or are not expected that try to gain entry. • (IP) One entrance/exit for the disco so that no stranger can gain access. • Classroom doors and areas not used by the disco are locked. 	L	M	Green	PTA Committee
Lost children	Visitors to the disco – Children and Adults. PTA Staff and volunteers	<ul style="list-style-type: none"> • Children allowed to go outside the disco. • Children losing their grown up 	M	M	Amber	<ul style="list-style-type: none"> • (IP) One entrance/exit for so no child can escape without notice. At the end of the event children remain in the hall until their known adult collects them. • The front desk is a point of refuge for any lost child. 	L	M	Green	PTA Committee
Fire	Visitors to the disco – Children and Adults. PTA Staff and volunteers	<ul style="list-style-type: none"> • Fire emergency resulting in death or serious injury from burns or smoke inhalation if trapped in the building. 	M	M	Amber	<ul style="list-style-type: none"> • Fire doors are kept unlocked from the inside to allow means of escape. • School Fire Alarm will trigger in the event of a fire. • Assembly point for everyone in the building is the Junior Playground. • A check of all children will be made on the fire assembly point. 	L	M	Green	PTA Committee

Cleaning/Hazardous Substances	Visitors to the disco – Children and Adults. PTA Staff and volunteers	<ul style="list-style-type: none"> • Cleaning and or using chemicals affecting health. • Exposure to toxic fumes resulting in irritation or breathing difficulties. • Skin contact could lead to skin irritation. • Member of staff has allergies to various types of sprays / cleaning liquids. 	M	M	Amber	<ul style="list-style-type: none"> • (IP) Less hazardous chemicals used to clean the hall after the disco. • (IP) Sweeping will take place in-between discos. • (IP) Immediate cleaning up of any spillage 	L	M	Green	PTA Committee
First Aid	Visitors to the disco – Children and Adults. PTA Staff and volunteers	<ul style="list-style-type: none"> • First aid where needed 	M	M	Amber	<ul style="list-style-type: none"> • First aid kit and book is located in the front office. • There is to be a qualified first aider on site, at all times, during the disco. 	L	L	Green	PTA Committee

RISK ASSESSMENT ACTION PLAN

Risk Section number	Further actions / Control measures (as identified from the risk assessment)	Responsible Person/s	Target Completion Date	Managers Comments	Completion Date	Managers Signature

ASSESSED BY (PRINT) Ron Ridewood	SIGNED	DATE ASSESSED 03.07.2019 Review: Next Disco
PTA CHAIR (PRINT)	SIGNED	DATE

CRITERIA FOR LIKELIHOOD AND IMPACT/SEVERITY

Likelihood

To determine “likelihood” you should consider previous accidents, frequency of the activity and the knowledge and experience of people involved.

Description	Example Detail
High Red	Extremely likely e.g. previous incidents recorded in the past month or if hazard is likely to occur imminently or in a very short term. (<i>Hazard exists permanently or a hazardous event occurs daily or throughout the day.</i>)
Medium Amber	Most Likely e.g. previous incidents recorded in the past 6 months or if hazard is likely to occur in time. (<i>Hazard occurs intermittently or hazardous event occurs occasionally throughout week/month</i>)
Low Green	Likely e.g. previous incidents recorded in the past year or if hazard may occur in time. (<i>Hazard exists very infrequently, or hazardous event occurs monthly or less frequently.</i>)

Impact / Severity

To establish the severity of the “impact” you need to consider how seriously someone could be injured by the hazard. You should also consider damage to property and equipment, disruption to service and compliance with legislation.

Description	Example Detail
High Red	Extremely harmful e.g. Death, life threatening illness/injury, amputations, major fractures, multiple injuries, long term incapacity, long term staff sickness, serious service failure impacting on vulnerable groups, major fire,.
Medium Amber	Harmful e.g. 3-day injuries, hospital admission, work related upper limb disorder, dermatitis, burns, lacerations, concussion, property damage, service failure impacts on property or non-vulnerable groups.
Low Green	Could be harmful e.g. superficial injuries, minor cuts and bruises, temporary irritation, less than 3-day staff absence.

Action to be taken – from resulting the net risk

Net Risk	Action and Timescale
Green	No further preventive action is necessary but consideration is given to solutions or improvements that impose no additional cost burden. Monitoring is required to ensure controls / precautions remain effective and review annually or sooner if there are changes.
Amber	Action should be taken within 6 months to reduce the risk as low as is reasonably practicable. A consideration of costs versus effectiveness should be considered. Where an amber risk is associated with a harmful impact/severity further risk assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
Red	Action must be taken immediately / as soon as possible. Work should stop or not commence until adequate control measures have been implemented. While the control measures should be cost-effective, there may legally be an absolute duty to reduce the risk. This means that if it is not possible to reduce the risk, even with unlimited resources, then work must remain prohibited.

