



# RISK ASSESSMENT

Assessor: Louise Bussion (HT SPS)  
 Writer: Amanda Burt (Chair FOSH)  
 Date: 20/10/23  
 Location: Willington Village Hall  
 Activity: King's Coronation school disco

HAZARD / effect of hazards	Who might be harmed and how?	How can the hazards cause harm?	Normal control measures required	Action by whom?	Date Completed
<b>Access / egress</b>  Unauthorised access  Inadvertent access  Contact with children	Pupils Visitors/parents Volunteers/PTA	Abduction, assault, child protection issues and safeguarding	<ul style="list-style-type: none"> <li>Clearly defined designated access routes- through the village hall reception. Volunteers are to be stationed near the entrance/toilet area to supervise the safety of all. No child is allowed to leave the building unless with their parents or for a medical reason.</li> <li>Limited access- side door will only be opened in the event of a fire/emergency. All will vigilant that this will be strictly adhered to.</li> <li>Entrance hall is to be kept clear for pupil's access only to the toilets.</li> <li>Adequate supervision, member of staff covering the entrance area at all the times</li> <li><b>Pupils parents must sign the register on entrance. And again, on departure so volunteers have a record of children in and out. Registers are kept and taken out to the carpark in case of the evacuation.</b></li> </ul>	Event Team   Event Team (FOSH)	

			<ul style="list-style-type: none"> <li>Collection of pupils from the main entrance and exit with parent/carer through the side exit in the hall. – Adequate supervision at entrance and two member of staff at the exit. No pupil to leave without an adult.</li> <li>Access parental phone/contact to be made available in case of an emergency. ABU (Chair) and Maz (Treasurer) will have access to these and will make sure they are given back to the school for safe shredding under GDPR rules. These will not be shared.</li> <li>Mrs. Buisson to provide Amanda a contact number in case of any safeguarding/emergency issues</li> </ul>		
<b>DJ Equipment</b>	Pupils Visitors Volunteers	Accident/Injury/Fire	<ul style="list-style-type: none"> <li>Equipment being used is personal equipment belonging to a parent volunteer.</li> <li>Lights/Boom box/Microphone/strobe light with thunder noise and smoke machine. If identified on any parents permission slip that this causes any issues for any child the strobe lightening and thunder noise will not be used.</li> <li>DJ will be set up in the corner to prevent/reduce accidents.</li> <li>Chairs in the hall will be used to set up a barrier in front of the DJ area/tables too.</li> </ul>	Event team	
<b>Food and medical needs</b>	Pupils Visitors Volunteers	Chocking/Allergies/dietary requirements/Medical needs	<ul style="list-style-type: none"> <li>All parents to provide a list or any allergies/dietary requirements for each child</li> <li>All parents to provide any medical details/needs for the evening.</li> </ul>	Event team	

			<ul style="list-style-type: none"> <li>• All parents must provide an up to date contact number for the evening</li> <li>• All parents whose child requires an epipen must send this in clearly labelled and speak to the designated first aider on the evening. This will go home with the child at the end of the evening.</li> </ul>		
<b>Glow Sticks</b>	Pupils Volunteers Visitors	<p>Light sticks are activated to show the different brightness and different colours.</p> <p>They are a very low risk of harm if and when used correctly.</p>	<ul style="list-style-type: none"> <li>• Parents to inform FOSH if their child has permission to have a glow stick before and again on the night when signing their child into the disco.</li> <li>• Glow sticks are only to be used as intended – a stick of light waved in the air</li> <li>• Glow sticks should not be chewed on</li> <li>• Glow sticks should not be placed internally</li> <li>• Glow sticks should not be stamped on</li> <li>• If a glow stick is broken this must be disposed of immediately.</li> <li>• <a href="https://www.esr.cri.nz/assets/HEALTH-CONTENT/MoH-reports/FW22018-Glowsticks-FINAL-June-2022.pdf">https://www.esr.cri.nz/assets/HEALTH-CONTENT/MoH-reports/FW22018-Glowsticks-FINAL-June-2022.pdf</a></li> <li>• Above is for information and the final decision is made by the parents.</li> </ul>		
<b>Overcrowding</b> Inadequate space / exits Blocked exit routes	Pupils Visitors Volunteers	Fire evacuation hindered/unsafe access	<ul style="list-style-type: none"> <li>• Disco is split into 2 sessions to control numbers in the hall.</li> <li>• Reception/Year 1/Year 2 - 1<sup>st</sup> session</li> <li>• Year 3/4/5/6 - 2<sup>nd</sup> session</li> <li>• Adequate space, circulation routes and emergency exits.</li> <li>• Designated entrance and exit points are kept clear</li> <li>• Chairs set up with adequate evacuation routes</li> </ul>	Event team  Event staff	

			<ul style="list-style-type: none"> <li>Adequate numbers of staff / PTA supervising</li> <li>Agreed emergency procedures in place to be announced at the start of the event</li> <li>In the event of fire- Charlotte Rickard will act as fire marshall to make sure no one is in the building.</li> <li>All registers must be taken out on the playground (assembly point) pupils in class groups and attendance checked by FOSH volunteers.</li> </ul>	Mrs. Bussion on call for any emergencies	
<b>Surface internal areas</b> Slips, Trips and Falls	Pupils Visitors Volunteers	Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> <li>Appropriate security measures in place.</li> <li>Immediate cleaning up of spillages</li> <li>Ensure arrangements are in place for clearing up and safely disposing of any litter left after the event</li> </ul>	Event Team	
<b>Inadequate welfare facilities</b>	Pupils Visitors Volunteers		<ul style="list-style-type: none"> <li>Toilets used: Adults and children to use separate and designated toilets for pupils only and Adults only. Children use the boys and girls' toilets. Adults to use easily accessible/disabled toilets if a disabled child is not using them.</li> <li>Adequate supervision</li> </ul>	Event Team	
<b>Insufficient and/or unsuitable first aid cover</b>	Pupils Visitors Volunteers	Accident / injury, delayed assistance in emergency	<ul style="list-style-type: none"> <li>First aid equipment on site and close to use (next to Reception Area)</li> <li>First aiders aware of any child's medical needs (information is provided by Sheerhatch primary school/parents to FOSH)</li> <li>Designated qualified first aiders available.</li> </ul>	Event Team/ Designated First Aiders are Rachel Quayle/Amanda Burt/Linda Bichener	

			<ul style="list-style-type: none"> <li>FOSH will have their mobiles on hand in case of any emergencies.</li> <li>Access to Epipens</li> </ul>		
<b>Vehicle access</b>  Ineffective pedestrian vehicle segregation	Pupils Visitors Volunteers	Cuts / abrasions, muscular skeletal and other physical injuries Broken bones  Significant head / multiple injuries	<ul style="list-style-type: none"> <li>Restricted access, visitors advised to walk to the hall to drop off their child accordingly or if they drive to please park/drop go as soon as possible to allow ease of movement at the village hall</li> <li>Vehicle movements restricted</li> <li>Pedestrian walkways maintained</li> <li>Clear route maintained for emergency services. No parking allowed along the hedges to keep a clear path for any emergency services.</li> </ul>	Event team	
<b>Covid- 19 Precautions:</b>	Pupils Visitors Volunteers	Risk of infection amongst all personnel	Everyone should continue to: wash hands regularly cover coughs and sneezes <ul style="list-style-type: none"> <li>Hand sanitiser will be provided as each child enters the disco and be expected to use it and again on going home</li> <li>Don't send your child to the disco if they have COVID-19 symptoms</li> <li>Encourage your child to never share food/drinks with friends</li> <li>Windows will be open to allow adequate ventilation during the disco</li> <li>Doors will be closed and supervised by volunteers for safeguarding for each child whilst at the disco.</li> <li>Parents will be expected to collect their child promptly if the child develops any Covid-19 symptoms during the event. Please see Sheerhatch guidelines around Covid-19</li> </ul>		

