

# PTA Activity Risk Assessment

Activity	PTA School Disco
Brief description of activity and summary	PTA members, School staff and additional volunteers (e.g. Maiden Erlegh 6 <sup>th</sup> formers) oversee disco run by external professional DJ. Usually 3 discos per year, one per term. Provision of food and drinks Novelty toys available for purchase
Risks & Hazards	1) Excited children 2) Slip or trip hazards 3) Noise 4) Food Poisoning / choking 5) Poisoning from luminescent toys 6) Lost children 7) Strangers/Intruders
Control measures in place	1) Excited children <ul style="list-style-type: none"> <li>• PTA members oversee general 'atmosphere' and will take action if thought necessary.</li> <li>• Professional DJ gauges general feeling and instructs children if any situation</li> <li>• Slip trip caused by spillages</li> </ul> 2) Slip or trip hazards <ul style="list-style-type: none"> <li>• Energetic children asked to calm down if required</li> <li>• Spillages removed from floor</li> </ul> 3) Noise <ul style="list-style-type: none"> <li>• Music volume reduced if required.</li> </ul> 4) Food Poisoning <ul style="list-style-type: none"> <li>• All food and drinks, i.e. fresh fruit or vegetable snacks, prepared hygienically</li> <li>• Pre-pack food and drinks within sell by date and ingredients available on packaging.</li> <li>• No food sold is thought to be a choking hazard. Plenty of adult supervision.</li> </ul> 5) Poisoning from luminescent toys <ul style="list-style-type: none"> <li>• Only items which are structurally sound are sold.</li> </ul> 6) Lost Children <ul style="list-style-type: none"> <li>• Children are contained within the school building with access only to the hall and toilets. Disco helpers guard all doors so no child can escape without notice. At the end of the event children remain seated on the floor in the hall until their known adult collects them. No children will go outside until their grown up has arrived.</li> </ul> 7) Strangers/Intruders <ul style="list-style-type: none"> <li>• Only known PTA members and known helpers are admitted in the building, these are agreed in advance. Any persons that are not known or are not expected that try to gain entry will be refused by the responsible persons guarding doors.</li> </ul>
Additional information	First aid kit and accident book available in School office Hall to be cleaned and tidied after event, broom, dustpan & brush available for use.
Author	Caff Maskell (Disco Co-Ordinator)
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