



Risk Assessment Form – Silent Social Disco

(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 Minimise each Risk	(6) New Risk Factor (high, medium or low)
Vulnerable persons	Abuse, confusion, stress, anxiety, misunderstanding	Children attending disco	Low	<ul style="list-style-type: none"> - Only LSA Staff to supervise children at all times - Extremely high ratio of Carers to Children (maximum 3:1) - All exits to be monitored by PTA members, no children allowed out of building - Assist LSA's exit policy in announcing children are not to leave the venue without a LSA staff. - Music selected to avoid any profanity and unsuitable lyrics. 	Low
Use of Electrical Equipment	Risk of tripping on cables Risk of electrocution	Children and staff attending the disco	Low	<p>All equipment has been tagged and tested by the equipment provider. Any damaged equipment is removed.</p> <p>Any cables are tidy and taped to the floor.</p>	Low
Position & Set up of Equipment	Risk of obstruction	Children and staff attending the disco	Low	<ul style="list-style-type: none"> - Entrance / exit to party activities constructed to allow easy access for all attendees. Suitable positioning of equipment table in an area which avoids any entry/exits. 	Low
Loud Noise	Headphone Noise could possibly be too loud for some - Temporary or longer term hearing problems	Children attending the disco using headphones	Medium	<ul style="list-style-type: none"> - LSA to limit sound to acceptable levels - Headphones are already designed to not accept levels deemed too loud for regular listening. - Loudness of the ipod sound system to be monitored by LSA Directors during the event, staff to inform Directors immediately if any adjustments to noise levels are to be made. - Extremely low level music will also be played for any children who do not want to wear their headsets <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 / Emergency Evacuation Situation	Fire / Electrical Fault / Emergency Evacuation Situation	Staff / Children	Low	<ul style="list-style-type: none"> - LSA staff to be aware fire evacuation/emergency management procedures & make children aware of meeting point - LSA staff to announce evacuation if required. - LSA Staff can contact emergency services by dialing 000, using mobile or LSA phones 	Low
Dehydration & exhaustion	Dancing - dizziness/hyperventilating, anxiety, confusion	Children	Low	<ul style="list-style-type: none"> - Staff to be vigilant to anyone looking unwell & requiring rest or water - Water will be freely available. - Alternative games and rest areas provided so children can have a greater balance of dancing and rest. 	Low
First aid provision	Sufficiently trained first aid staff on hand	Staff / Children	Low	<ul style="list-style-type: none"> - LSA will have more than 12 staff during the event all qualified to administer first aid. - First aid kit to be made available and kept nearby. - LSA Staff can contact emergency services by dialing 000, using mobile or LSA phones - Staff to follow LSA First Aid Policy/Procedure - LSA policy to apply for access to all pupils emergency contact details and medical records/ pre-existing medical conditions. 	Low

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

EMERGENCY EVACUATION POINT: