

Risk Assessment Form



Name of School PTA: Hale Prep

Date of Assessment: Friday 13th October

Assessor's Name: Charlotte Conway

Assessor's Title: PTA Committee Member

Risk Assessment needed for: Halloween Disco, Cresta Court WA14 4DP

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk control measure
Car Park	Child moving from car to venue	Injured by moving car	<ul style="list-style-type: none"> - Parents to walk their own child into venue. - Parent attendance and supervision of own child clearly stated on invitation
Entrances	Children	Leave premises unsupervised Unknown people getting into disco	<ul style="list-style-type: none"> - Ticket table placed at entrance of allocated room. - Names checked off by PTA members as they arrive. - Parent attendance and supervision of own child clearly stated on invitation - Children must tell their own parent/guardian if they intend to leave the allocated disco area (for toilet). - Fire exits made aware to PTA committee before event.
Toilets	Children	Too many children in the toilet Members of the public using the same toilets	<ul style="list-style-type: none"> - Male/Female toilets closely located to allocated room. - Parents on 30min supervision rota to ensure children are safely going into the toilet and leaving it to return to disco. - Parents on supervision to be aware if member of public uses toilets. - Parent attendance and supervision of own child clearly stated on invitation - Children must tell their own parent/guardian if they intend to leave the allocated disco area (for toilet).
Face Painting	Children	Allergic reaction to face paints	<ul style="list-style-type: none"> - Parent attendance and supervision of own child clearly stated on invitation and will therefore advise face painter if their child can not have it. - CC/JM fist aid trained if medical attention is required.

Dimmed Lights	All	Trip over obstacles on floor Slip	<ul style="list-style-type: none"> - Younger children given half an hour with lights on to familiarise themselves with room and layout so they can move around more safely when lights are dimmed. - Parent volunteers allocated to games/stands ensure area is tidy at all times and no tripping hazards are around. - After bubbles, CC to dry up dance floor to ensure no slipping. - Parent attendance and supervision of own child clearly stated on invitation - CC/JM fist aid trained if medical attention is required.
Hot Food	Children	Burning	<ul style="list-style-type: none"> - Food cooked in separate kitchen area away - Carried out on cool plates - Parent volunteer to hand out food from behind table - Parent attendance and supervision of own child clearly stated on invitation

Date:	13.10.23	Signature:	C.Conway	Name and Position:	Charlotte Conway/ PTA committee member
Date Approved:	30.10.23	Signature:	J.Mills	Name and Position:	Jade Mills – Chair of PTA
Review Date:		Signature:			
Summary of review:					

