

# Risk Assessment Form



Name of School PTA: Hale Preparatory School	Date of event: 25 <sup>th</sup> June (4pm – 5.30pm)
Assessor's Name: Melanie Peake	Assessor's Title: PTA Helper
Risk Assessment needed for: Infant Disco, Bowdon Cricket Club, South Downs Road, WA14 3DT	

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk control measure
Car Park	All attendees – children, parents, guardians, staff and PTA members	Moving vehicles	<ul style="list-style-type: none"> <li>- All children to be supervised by parents/guardians</li> <li>- No playing on or around car park</li> </ul>
Cricket Field	Children	The field is a large open space and children could run off towards the road or car park. Additionally, children could trip and fall.	<ul style="list-style-type: none"> <li>- All children to be supervised by parents/guardians</li> <li>- All children to stay on the field closest to the clubhouse in sight of parents/guardians</li> </ul>
DJ	Children	Dancing/playing together in a small floor area could lead to children being accidentally harmed by other children.	<ul style="list-style-type: none"> <li>- DJ is DBS checked</li> <li>- All children to be supervised by parents/guardians</li> <li>- First aiders on site to assist if anyone is hurt</li> <li>- First aid kit on site</li> </ul>
Minor Accidents	All attendees, children, parents, guardians, staff, PTA members	General trips and falls in and around the club grounds. Tripping of electrical leads	<ul style="list-style-type: none"> <li>- All children to be supervised by parents/guardians</li> <li>- First aiders on site to assist if anyone is hurt</li> <li>- First aid kit on site</li> <li>- All leads and cables away from children and taped down and covered.</li> </ul>
Food Allergies	All attendees, children, parents, guardians, staff, PTA members	Mild/severe reactions to food	<ul style="list-style-type: none"> <li>- All children to be supervised by parents/guardians</li> <li>- First aiders on site to assist if anyone has a reaction</li> <li>- Clearly indicate which pizzas are for certain children who have allergies (noted on the booking form)</li> </ul>

Visitor control	All attendees, children, parents, guardians, staff, PTA members	Unknown persons causing disruption and putting visitors at risk	<ul style="list-style-type: none"> <li>- All children to be supervised by parents/guardians</li> <li>- PTA members in attendance will be monitoring activities in and around the club</li> </ul>
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Date:	19 <sup>th</sup> June	Signature:	<b><i>M Peake</i></b>	Name and Position:	Melanie Peake - PTA Helper
Date Approved:	19 <sup>th</sup> June	Signature:	<b><i>C.Conway</i></b>	Name and Position:	Charlotte Conway – PTA Committee Member (Risk Assessments)
Review Date:		Signature:			
Summary of review:					