



RISK ASSESSMENT FOR EVENTS, DISCOS & SHOWS (ON SITE)

PLANNING

Pre-event planning will include the following and will be confirmed in advance of a trip

1. Staff are familiar with the RAs for All Educational Visits
2. The Organiser have considered any RAs available from the location
3. Students are advised on appropriate general behaviours: being respectful, not using phones, being considerate when taking photos etc, rules for eating or drinking

Brief Description of Activity:			Assessors			Date		
Events, Discos, Shows (on site)								
Hazard: <i>List what could cause harm from this activity</i>	Persons at Risk: <i>List who might be harmed e.g. staff, students, visitors</i>	Risk Factor: <i>For each hazard, decide level of risk as if you were to do the activity without controls</i>	Control Measures Required: <i>For each hazard list measures you will be taking to minimise the risk identified e.g. appointing incompetent persons, training received, planning and try-outs, use of personal protective equipment.</i>			Residual Risk: <i>For each hazard now decide the residual risk after the control measures are in place</i>		
		Severity	Likelihood	Risk		Severity	Likelihood	Risk
Events inadequately planned/organised/ risk assessed and	Students /Staff	4	2	medium	Residential Manager will ensure that:	2	2	low

<p>inadequate staff supervision and training:</p> <p>→ Accidents/injuries</p>					<ul style="list-style-type: none"> • overall staffing supervision ratios will be in accordance with the guidelines for on-site activities to ensure safe supervision of the activity • there is a designated member of staff with adequate experience of leading similar groups and activities • Staff involved in the activity will remain accessible and available to assist with supervision throughout, including supervision of those not directly involved (e.g. spectators) • Staff are made aware of their roles and responsibilities • Staff are made aware of likely hazards and the agreed precautions and control measures • the event site will be appropriately sized for the numbers of students attending • there is an appropriately first aid trained member of staff available • that a first aid kit which has been checked and fully stocked is taken to the event site • it will be possible to call the emergency services promptly (i.e. with a mobile phone or the centre phone). Staff should be mindful that some areas in some sites may not have mobile coverage • Students are aware of boundaries and agree any out of bounds areas so that there is no scope for misinterpretation • where appropriate a specific risk assessment may be written for an event 			
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<p>Hazards for outside events</p> <p>weather exposure Injury / emergencies</p>	3	2	medium		<ul style="list-style-type: none"> An up-to-date weather forecast will be obtained and plans will be adjusted accordingly: if the forecast suggests excessive heat / sun might be a problem, Staff will ensure that students have sun hats, sun cream, water / drinks and sufficient rest stops. An alternative indoors area will be prepared if the forecast is for rain Event sites with significant hazards (e.g. nearby water, woods, traffic, car parks, barbed wire fences etc) are avoided or carefully risk assessed and managed (a specific risk assessment will be completed that outlines the specific hazards in the area and agreed control measures) 	2	2	low
<p>Collisions, falls, slips injury</p>	3	2	medium		<p>Staff will ensure that:</p> <ul style="list-style-type: none"> all equipment provided is safe and suitable. This may require testing equipment and if this cannot be done onsite finding a way of the product being tested all obvious hazardous obstacles/objects are either cleared from the event site or suitably protected any equipment brought to the event by students is checked for safety/suitability 	2	2	low
<p>Student behaviour / injury</p>	3	2	medium		<p>Staff will ensure, as far as possible, that:</p> <ul style="list-style-type: none"> Students are clearly briefed regarding expected behaviour and the sanctions/responses for unacceptable behaviour prompt action is taken by Residential Manager or staff if behaviour is shown by students which puts themselves or others at risk of 	2	2	low

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					harm. To remember this should always be the case during the running of a camp or course			
Additional hazards?					<ul style="list-style-type: none">• Additional precautions?			