

Silent Disco Risk Assessment

Title of Event	Silent Disco					
Location	Education settings (schools and colleges)	Assessment by:	Sarah Burdett - School Sport Manager			
Date of Assessment	September 2023	To be reviewed by (Target Date)	August 2024	Date of Last Assessment (if applicable)	March 2023	
Year Groups of Participants (if applicable)	KS1/KS2	Groups at Risk	GAP Staff, School Staff, Leaders, Participants.			
Significant Hazards	Current Control Measures Comments/Recommendations	Action to be taken by?	Completed? (OTD on the day or ✓ prior to event)	Likelihood (L) 1 - 5	Severity (S) 1-5	Risk Rating
Physical injury and anxiety	<ul style="list-style-type: none"> The event is planned and supervised by GAP staff Make participants aware of potential hazards through introduction and demonstrations before any activity takes place. 	<ul style="list-style-type: none"> GAP and School Staff 	<ul style="list-style-type: none"> OTD 	a. 2 b. 1 c. 1 d. 1 e. 1 f. 3 g. 1	a. 2 b. 5 c. 2 d. 2 e. 2 f. 2 g. 5	a. 4 b. 5 c. 3 d. 2 e. 2 f. 6 f. 5
a. Various injuries due to sprains and strains.	<ul style="list-style-type: none"> Adequate warm up time given. 	<ul style="list-style-type: none"> GAP Staff 	<ul style="list-style-type: none"> OTD 			
b. Choking/Asphyxiation	<ul style="list-style-type: none"> School staff and GAP Staff are responsible for first aid of all participants. Schools spoken to prior to the activity to request locations of first aid equipment and to be made aware of staff trained in first aid 	<ul style="list-style-type: none"> GAP Staff and School Staff 	<ul style="list-style-type: none"> OTD 			
c. Infection (Contaminated bandages and wipes may pose a biological hazard.)	<ul style="list-style-type: none"> All delivery staff are first aid trained 	<ul style="list-style-type: none"> GAP and School Staff 	<ul style="list-style-type: none"> ✓ 			
d. Slip or trip accidents due to incorrect clothing and equipment	<ul style="list-style-type: none"> An appropriately stocked first aid kit is present at each event. 	<ul style="list-style-type: none"> GAP and School Staff 	<ul style="list-style-type: none"> OTD 			
e. Injury through violent conduct	<ul style="list-style-type: none"> Staff aware of where additional first aid can be found at the school reception 	<ul style="list-style-type: none"> GAP Staff and School Staff 	<ul style="list-style-type: none"> OTD 			
f. Collision with other participants or staff.	<ul style="list-style-type: none"> Injured participants/School Staff/ GAP Staff not moved until inspected by school staff/emergency services as necessary. 	<ul style="list-style-type: none"> GAP and School Staff 	<ul style="list-style-type: none"> OTD 			
g. Ill health	<ul style="list-style-type: none"> Pre-existing medical conditions must be notified by school staff to GAP staff. 	<ul style="list-style-type: none"> School Staff 	<ul style="list-style-type: none"> OTD 			
	<ul style="list-style-type: none"> Any medication required is with the person who requires it, e.g. asthma inhaler. 	<ul style="list-style-type: none"> GAP Staff, School Staff and Participants 	<ul style="list-style-type: none"> OTD 			
	<ul style="list-style-type: none"> Mobile phone to be available to summon prompt medical assistance without leaving the casualty. 	<ul style="list-style-type: none"> GAP Staff 	<ul style="list-style-type: none"> OTD 			
	<ul style="list-style-type: none"> No chewing gum permitted during the event. 	<ul style="list-style-type: none"> GAP Staff, School Staff and Participants 	<ul style="list-style-type: none"> OTD 			
	<ul style="list-style-type: none"> Activity equipment is checked. Only appropriate equipment to be used. 	<ul style="list-style-type: none"> GAP Staff 	<ul style="list-style-type: none"> ✓ 			
	<ul style="list-style-type: none"> Activity equipment is only used in way it was intended. 	<ul style="list-style-type: none"> GAP Staff, School Staff and Participants 	<ul style="list-style-type: none"> OTD 			
	<ul style="list-style-type: none"> Staff to be fully aware of the full site address for the location of the event. 	<ul style="list-style-type: none"> GAP Staff 	<ul style="list-style-type: none"> ✓ 			
	<ul style="list-style-type: none"> Accurate instruction and site access is required for the emergency services. 	<ul style="list-style-type: none"> School Staff 	<ul style="list-style-type: none"> OTD 			
	<ul style="list-style-type: none"> Correct footwear is specified to school staff and participants prior to the event. 	<ul style="list-style-type: none"> School Staff and GAP Staff 	<ul style="list-style-type: none"> ✓ 			

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Physical injury and anxiety (contd)	• Staff will disallow participation if the footwear is inappropriate. All footwear laces must be tied. For indoor events, if a participant's footwear is wet, muddy or unsafe, the participant will not be allowed to carry on taking part until their footwear is clean and safe.	• GAP Staff and School Staff	• OTD			
	• No jewellery including watches / smart watches allowed to be worn by participants.	• GAP Staff, School Staff and Participants	• OTD			
	• Appropriate clothing to be worn by participants.	• GAP Staff, School Staff and Participants	• OTD			
	• Long hair of staff and participants is always tied back.	• GAP Staff, School Staff and Participants	• OTD			
	• Staff supervise the session activities and ensure physical or violent conduct is not permitted.	• GAP Staff and School Staff	• OTD			
	• Code of Conduct is written and contents are explained to participants.	• GAP Staff, School Staff	• OTD			
	• No deliberate intent to harm will be tolerated. Participants are informed of disciplinary guidance and removal from event can be actioned.	• GAP Staff, School Staff	• OTD			
Lost Participants/Abduction a. Physical Injury b. Anxiety c. Death	• School staff ensure participants arrive orderly and walk where appropriate.	• School Staff, GAP Staff and Participants	• OTD	a. 1 b. 2 c. 1	a. 2 b. 1 c. 5	a. 2 b. 2 c. 5
	• School staff have a register with any medical needs for participants including contact information and photo consent stored within the school.	• School Staff	• OTD			
	• All participants arrive with a staff member from their school. All participants are collected/leave at end of the activity by staff member.	• School Staff	• OTD			
	• Participants to be supervised at all times and to be made aware that they must remain with the adults responsible for them at all times. Participants not to go outside of the activity without permission. All activities are within an identified area which is communicated to staff and participants.	• School Staff, GAP Staff and Participants	• OTD			
	• Designated toilet breaks are supervised by GAP Staff / School Staff. GAP Staff / School staff must ensure they supervise participants on toilet visits.	• GAP Staff / School Staff	• OTD			

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Lost Participants/Abduction (contd)	<ul style="list-style-type: none"> The event is timetabled clearly with all classes designated a time and staff members for each session. 	<ul style="list-style-type: none"> GAP Staff and School Staff 	<ul style="list-style-type: none"> OTD 			
	<ul style="list-style-type: none"> Schools should notify GAP Staff if a participant is discovered to be lost. School and GAP staff ensure a thorough search is conducted of the event site/venue. In the event of the police being contacted, this will be in conjunction with school staff and follow advice of authorities. 	<ul style="list-style-type: none"> School staff 	<ul style="list-style-type: none"> OTD 			
Effects of fire or smoke. a. Possible fatalities. b. Damage to lungs and respiratory system	<ul style="list-style-type: none"> All fire exits routes must be clear and doors must be unlocked. 	<ul style="list-style-type: none"> GAP / Site Staff 	<ul style="list-style-type: none"> OTD 			
	<ul style="list-style-type: none"> Communicate the fire evacuation procedure at the site to all persons present and the session participants i.e. the location of the exit route and the location of the assembly point. 	<ul style="list-style-type: none"> GAP Staff and School Staff 	<ul style="list-style-type: none"> OTD 	a. 1	a. 5	a. 5
	<ul style="list-style-type: none"> Emergency procedure shown and explained at start of event to participants for if emergency occurs whilst wearing headsets. 	<ul style="list-style-type: none"> GAP Staff 	<ul style="list-style-type: none"> OTD 			
	<ul style="list-style-type: none"> Schools should keep a participants list as this will be used to undertake a roll call at the assembly point. 	<ul style="list-style-type: none"> School Staff 	<ul style="list-style-type: none"> OTD 	b. 1	b. 5	b. 5
	<ul style="list-style-type: none"> A mobile phone is available to contact emergency services. 	<ul style="list-style-type: none"> GAP Staff and School Staff 	<ul style="list-style-type: none"> OTD 			
	<ul style="list-style-type: none"> Cooperate with the owners/managers of the school to ensure that fire / evacuation procedures are adequate, communicated and maintained. 	<ul style="list-style-type: none"> GAP Staff 	<ul style="list-style-type: none"> OTD 			
a. Dehydration induced illness causing nausea, vomiting or unconsciousness.	<ul style="list-style-type: none"> Session participants are reminded, by their school to bring drinking water to the activity. Drinks breaks to be scheduled in to the timetable during warm/hot conditions 	<ul style="list-style-type: none"> School staff 	<ul style="list-style-type: none"> OTD 			

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Sports Hall	<ul style="list-style-type: none"> Pre session inspection of the event area by staff to identify and remove or clear avoidable hazards or obstructions where it is safe to do so. Where removal is not safe, report the hazard to the school staff / caretaker. 	<ul style="list-style-type: none"> GAP Staff 	<ul style="list-style-type: none"> ✓ 			
a. Losing visual focus (Lighting)	<ul style="list-style-type: none"> If hazards cannot be removed an alternate/ event area should be found or the activity area reduced by excluding the hazards with cones or similar markers. 	<ul style="list-style-type: none"> GAP Staff 	<ul style="list-style-type: none"> OTD 			
b. Collision, impact, friction injuries (Walls and Floor)	<ul style="list-style-type: none"> Inspection shows that floors kept clean and swept regularly. Polishing does not leave a slippery finish. 	<ul style="list-style-type: none"> GAP Staff and Facility Staff 	<ul style="list-style-type: none"> OTD 			
c. Burning, collision, fumes, equipment warped (Heating)	<ul style="list-style-type: none"> Any spills are quickly cleared and area not used until fully dry/no longer slippery 	<ul style="list-style-type: none"> GAP Staff, Facility Staff and School Staff 	<ul style="list-style-type: none"> OTD 			
d. Trip, slip, collision, injury (Equipment)	<ul style="list-style-type: none"> All equipment (nets etc.) is appropriately spaced to reduce risk of collision. Football goals, basketball hoops are safely secured or removed from the sports hall environment. 	<ul style="list-style-type: none"> GAP Staff, School Staff and Facility Staff 	<ul style="list-style-type: none"> OTD 			
	<ul style="list-style-type: none"> Replacement and repair of equipment is acted upon promptly when reported. 	<ul style="list-style-type: none"> GAP Staff 	<ul style="list-style-type: none"> OTD 			
	<ul style="list-style-type: none"> Secure light coverings fitted. Strip lights do not provide flickering or stroboscopic effect. 	<ul style="list-style-type: none"> GAP Staff, School Staff and Facility Staff 	<ul style="list-style-type: none"> ✓ 			
	<ul style="list-style-type: none"> Doors, windows reinforced. Artificial lights are made of unbreakable materials or set in protective covers. 	<ul style="list-style-type: none"> Facility Staff and School Staff 	<ul style="list-style-type: none"> ✓ 			
	<ul style="list-style-type: none"> Walls are smooth. Sharp edges on walls are covered. 	<ul style="list-style-type: none"> Facility Staff and School Staff 	<ul style="list-style-type: none"> ✓ 	a. 2	a. 2	a. 4
	<ul style="list-style-type: none"> Activities appropriately spaced to reduce risk of collision. 	<ul style="list-style-type: none"> GAP Staff 	<ul style="list-style-type: none"> OTD 	b. 2	b. 2	b. 4
	<ul style="list-style-type: none"> All equipment appropriately stored and participants made aware of hazards and possible risks. 	<ul style="list-style-type: none"> GAP Staff, Facility Staff and School Staff 	<ul style="list-style-type: none"> OTD 	c. 1	c. 2	c. 2
	<ul style="list-style-type: none"> Replacement and repair of equipment is acted upon promptly when necessary. 	<ul style="list-style-type: none"> GAP Staff 	<ul style="list-style-type: none"> OTD 	d. 1	d. 2	d. 2
	<ul style="list-style-type: none"> Activity areas and equipment are suitable size for age and ability of those involved. 	<ul style="list-style-type: none"> GAP Staff 	<ul style="list-style-type: none"> OTD 			
	<ul style="list-style-type: none"> Staff ensure doors are closed during activities. 	<ul style="list-style-type: none"> GAP Staff, Facility Staff and School Staff 	<ul style="list-style-type: none"> OTD 			
	<ul style="list-style-type: none"> Rooms are adequately/appropriately heated. 	<ul style="list-style-type: none"> Facility Staff, School Staff and GAP Staff 	<ul style="list-style-type: none"> OTD 			
	<ul style="list-style-type: none"> When sunlight causes dazzle through windows the activity is adapted 	<ul style="list-style-type: none"> GAP Staff 	<ul style="list-style-type: none"> OTD 			
	<ul style="list-style-type: none"> Fire Exits remain visible and clear at all times. 	<ul style="list-style-type: none"> GAP Staff, Facility Staff, Participants and School Staff 	<ul style="list-style-type: none"> OTD 			
	<ul style="list-style-type: none"> A fire assembly point is established at each site and all staff and participants know where this is. 	<ul style="list-style-type: none"> GAP Staff, School Staff, Leaders, Participants 	<ul style="list-style-type: none"> OTD 			
	<ul style="list-style-type: none"> Staff ensure participants take all of their rubbish with them or dispose of it correctly at the site. 	<ul style="list-style-type: none"> GAP Staff and School Site, Participants 	<ul style="list-style-type: none"> OTD 			
	<ul style="list-style-type: none"> Staff ensure that floor contamination does not occur due to participants spraying themselves with bottled water. No drinks allowed on event area. 	<ul style="list-style-type: none"> GAP Staff, School Staff, Leaders, Participants 	<ul style="list-style-type: none"> OTD 			

• Headphones are not turned to full volume to ensure safety of participants.	• GAP Staff, School Staff and Participants	• OTD			
• Procedures explained for any emergency scenario prior to event.	• GAP Staff	• OTD			
• Ensure participants are safe to take part in event with lighting/flashes from lights.	• GAP Staff, School Staff	• OTD			
• Plugs and wires are kept safely and securely to the side.	• GAP Staff	• OTD			
• Secure area in which equipment boxes, music source etc are kept away from participants.	• GAP Staff	• OTD			
• Heat from lights explained to participants and advised to stay and look away.	• GAP Staff, School Staff	• OTD			
• Headphones to always be worn correctly and not around necks. When taken off should be held in hands securely.	• GAP Staff, School Staff and Participants	• OTD			
• All equipment to be cleaned before use and sanitised appropriately. All participants are shown how to handle equipment and resources area available to sanitise hands after use	• GAP Staff / School staff	• OTD			