

DISCO EVENT



Identify Activity <i>Funtime Kids Parties Childrens Disco Event</i>		Location <i>Hall, event space, classroom</i>		Who May Be At Risk <i>Participants (children), Supervising Adults, Funtime Staff</i>		
Tasks	Hazards	Risks	Risk Rating			Existing Control Measures
			Likelihood	Impact	Risk Assessment	
<i>DJ installing and removing equipment</i>	<i>Moving tables, moving and placing heavy equipment</i>	<i>Trip hazards, children underfoot, unsafe logistics</i>	<i>unlikely</i>	<i>moderate</i>	<i>medium</i>	<i>Supervising Adults to keep children away from the DJ and DJ table area during setup. DJ to use safe practices while moving and placing equipment.</i>
<i>DJ set up in relation to power outlet</i>	<i>Distance</i>	<i>Trip hazard</i>	<i>Unlikely</i>	<i>Minor</i>	<i>Low</i>	<i>The Event Contact person is to ensure there is a safe and nearby power outlet in relation to the DJ Table. Supervising Adults are to ensure that children do not run or play unsupervised or uncontrolled around and behind the DJ Table, esp. between the table and power outlet. DJ is to express any concerns about safety to the Event Contact and Supervising Adults. DJ is to seek out the safest path for electric and other cables, and use measures (such as duct tape) to make trip hazards as unlikely as possible. DJ is to remind children NOT to go behind the DJ Table and other hazards.</i>
	<i>High foot traffic</i>	<i>Trip hazard</i>	<i>Unlikely</i>	<i>Minor</i>	<i>Low</i>	
	<i>Uncontrolled children running between DJ Table & power outlet</i>	<i>Trip hazard</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	

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DJ equipment at DJ table	Liquids	Liquids around electrical equipment & wiring	Possible	Moderate	High	Supervising Adults are to ensure that food, drinks and other hazards are not taken near to the DJ Table or other equipment. DJ is to remind children NOT to eat or drink near DJ Table or other equipment. DJ is required to store away packing, unused equipment, and personal belongings in a safe manner. DJ is allowed to have a drink bottle or similar on the DJ Cable, but must be aware of safety and preferably use a 'sports' or 'sipper' style drink container.
	Storage of packing materials	Trip hazard	Unlikely	Minor	Low	
Lighting and sound equipment	Cabling Equipment	Trip hazard	Unlikely	Moderate	Medium	Supervising Adults are to ensure that children do not run or play unsupervised or uncontrolled around all DJ equipment. DJ is to express any concerns about safety to the Event Contact and Supervising Adults. DJ is to seek out the safest path for electric and other cables, and use measures (such as duct tape) to make trip and bump hazards as unlikely as possible. DJ is to remind children NOT to go near the DJ equipment.
		Bump hazard	Unlikely	Moderate	Medium	
		Children touching-interfering	Possible	Moderate	High	
Use of Bubble Machine	Equipment	Liquids around	Possible	Minor	Medium	Event Contact can decide if the Bubble Machine is to be used at the


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	Liquids	<p>electrical equipment & wiring</p> <p>Bump hazard</p> <p>Children touching-interfering</p> <p>Slipping</p>	<p>Possible</p> <p>Likely</p> <p>Possible</p>	<p>Minor</p> <p>Minor</p> <p>Minor</p>	<p>Medium</p> <p>Medium</p> <p>Medium</p>	<p>event.</p> <p>Supervising Adults are to ensure that children do not crowd the DJ Desk or equipment.</p> <p>DJ is to remind children to keep back from the DJ equipment and not interfere with its operation. DJ is to monitor use of the Bubble Machine, keeping check on hazards such as proximity of children and safety of the flooring in front of the machine. When setting up, DJ to consult with Event Contact if DJ considers the use of the Bubble Machine to be safe considering the flooring of the location. DJ can decide to not use the Bubble Machine if deeming it is unsafe to do so.</p>
Lollies, bubble liquid, and prizes	Ingredients	Allergic reactions	Rare	Major	Medium	Event Contact has responsibility to alert Funtime Kids Parties at least a week before the event of participants who might have allergies that could be affected by common ingredients in bubble liquid, lollies, and toys. Event Contact is to provide DJ with lolly prize packs (at own expense) if there are specific allergies not ordinarily taken into consideration by Funtime Kids Parties.

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						<p><i>Funtime Kids Parties do not use lollies or liquids that have common allergic reactions. Funtime Kids Parties will inform the DJ if there are special requirements, such as no bubbles, or that the lolly pack will be provided by the Event Contact.</i></p> <p><i>DJ will use the standard Funtime Kids Parties prize pack. If DJ is informed that the Event Contact will be providing specific prizes to be used for the event, those will be the only prizes given. DJ will not use the Bubble Machine at an event if alerted to a possible allergy.</i></p>
Who Conducted the Risk Assessment?						
Completed by: Soozie Brown, Funtime Kids Parties Event Manager			Signature: 		Date: 15 July 2015	

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RISK RATING MATRIX

		Impact				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	High	Very High	Very High
	Likely	Medium	Medium	High	High	Very High
	Possible	Low	Medium	High	High	Very High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Medium	Medium	Medium

Likelihood	Almost Certain	Is expected to occur in most circumstances
	Likely	Will probably occur in most circumstances
	Possible	Could occur at some time
	Unlikely	Not likely to occur in normal circumstances
	Rare	May occur only in exceptional circumstances

Impact	Insignificant	Injuries not requiring first aid
	Minor	First aid required
	Moderate	Medical treatment required
	Major	Hospital admission required
	Severe	Death or permanent disability to one of more persons

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