RISK ASSESSMENT TEMPLATE

**ORGANISATION Bargarran Primary School Parent Partnership (BPSPP)**

**COMPLETED BY BPSPP 05/06/24. This will require to be updated from August 2025, Version 1.0.**

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| **Event**  **Date and venue** | **What are**  **the hazards?** | **Who might be**  **harmed and how?** | **What are you already doing?** | **What further action is necessary?** | **Action by who?** | **Action by when?** |
| Discos:  Spring  Hallowe’en  P7 Prom | Slips, trips, and falls | All in attendance | Children must be adequately supervised by BPSPP members and parent/carer volunteers.  Housekeeping rules and Health and Safety information to be provided to Parent Partnership members and parent/carer volunteers. | BPSPP and parent/carer volunteers to monitor for risks and take preventative action to prevent slips, trips and falls e.g. clean up spillages of liquids, report any environmental hazards such as damaged flooring to school janitor, stop unruly behavior.  BPSPP and parent/carer volunteers to inform lead of event of any child is injured.  Administer first aid and where necessary seek professional advice such as calling for an ambulance.  Contact parent/carer and advise of situation.  Record incident on incident form. |  | Start of each disco |
| Discos:  Spring  Hallowe’en  P7 Prom | Injured Children | Children | Children must be adequately supervised by BPSPP members and parent/carer volunteers.  Housekeeping rules and Health and Safety information to be provided to Parent Partnership members and parent/carer volunteers. | List the housekeeping rules and Health and Safety info for each accompanying adult.  BPSPP and parent/carer volunteers to inform lead of event of any child is injured.  Administer first aid and where necessary seek professional advice such as calling for an ambulance.  Contact parent/carer and advise of situation.  Record incident on incident form. |  | Start of each disco |
| Discos:  Spring  Hallowe’en  P7 Prom | Food allergies  Dietary requirements. | Children | Ensure that parents/carers can add food allergies and dietary requirements to disco permission slip.  Ensure that there are alternatives available for children to meet their needs. | Review permission slips and prepare a register of all children with food allergies and dietary requirements.  BPSPP and parent/carer volunteers to inform lead of event of any child has been given the wrong food/drink item.  Administer first aid and where necessary seek professional advice such as calling for an ambulance.  Contact parent/carer and advise of situation.  Record incident on incident form. |  | Ongoing, to be completed prior to the event and on the day. |
| Discos:  Spring  Hallowe’en  P7 Prom | Lost Children | Children | Ensure that parent/carer volunteers comply with the group’s child protection policy and procedures.  Ensure that all children are supervised by a minimum of 2 adults at all times.  Ensure that accompanying adults know the areas used as part of the disco/prom and areas where access is not permitted.  Ensure emergency contact details are held for all children attending the event.  No child permitted to leave the event without authorised adult. | Discuss parent/carer volunteer compliance with child protection policy and procedures.  Prepare a register of all children and parent/carer volunteers and take a register at the start of each event.  If a child is identified as missing, contact Police Scotland.  Record incident on incident form. | Chair/Deputy Chair  BPSPP | Ongoing, to be completed prior to the event and on the day. |

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