

# DISCO EVENT



Identify Activity <i>Funtime Kids Parties Disco Event</i>		Location <i>School Hall, School Grounds, Hall, Private property, Indoor location</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>Funtime Staff installing and removing equipment</i>	<i>Moving tables, moving, and placing 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 Funtime Staff and DJ table area during setup and pack up.  Funtime Staff are to use safe practices while moving and placing equipment.</i>
<i>Funtime Staff to 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 Organizer/ Organization 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, especially between the table and power outlet.  Funtime Staff is to express any concerns about safety to the Event Organizer/ Organization and Supervising Adults. Funtime Staff 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. Funtime Staff is to remind</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 &amp; power outlet</i>	<i>Trip hazard</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	

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						<i>children safety rules and expectations during the event.</i>
<i>DJ equipment at DJ table</i>	<i>Liquids</i>	<i>Liquids around electrical equipment &amp; wiring</i>	<i>Possible</i>	<i>Moderate</i>	<i>High</i>	<i>Supervising Adults are to ensure that food, drinks and other hazards are not taken near to the DJ Table or other equipment.</i>
	<i>Storage of packing materials</i>	<i>Trip hazard</i>	<i>Unlikely</i>	<i>Minor</i>	<i>Low</i>	<i>Funtime Staff is to remind children NOT to eat or drink near DJ Table or other equipment. Funtime Staff is required to store away packing, unused equipment, and personal belongings in a safe manner. Funtime Staff is allowed to have a drink bottle or similar on the DJ table but must be aware of safety precautions.</i>
<i>Lighting and sound equipment</i>	<i>Cabling</i>	<i>Trip hazard</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<i>Supervising Adults are to ensure that children do not run or play unsupervised or uncontrolled around all DJ equipment.</i>  <i>Funtime Staff is to express any concerns about safety to Event Organizer/ Organization and supervising Adults. Funtime Staff are required 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. Funtime Staff is required to remind children NOT to</i>
	<i>Equipment</i>	<i>Bump hazard</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	
		<i>Children touching or interfering with equipment</i>	<i>Possible</i>	<i>Moderate</i>	<i>High</i>	

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						<i>go near the DJ equipment.</i>
<i>Use of Bubble Machine</i>	<i>Equipment</i>	<i>Liquids around electrical equipment &amp; wiring</i>	<i>Possible</i>	<i>Minor</i>	<i>Medium</i>	<i>The Event Organizer/ Organization can decide if the Bubble Machine is to be used at the event.</i>  <i>Supervising Adults are to ensure that children do not crowd the DJ table or equipment.</i>  <i>Funtime Staff are required to remind children to keep back from the DJ equipment and not interfere with its operation. Funtime Staff are required to monitor use of the Bubble Machine, keeping a check on hazards such as proximity of children and safety of the flooring in front of the machine. When setting up, Funtime Staff are to consult with the Event Organizer/ Organization if Funtime Staff considers the use of the Bubble Machine to be safe considering the flooring of the location. Funtime Staff can decide to not use the Bubble Machine if deeming it is unsafe to do so.</i>
		<i>Bump hazard</i>	<i>Possible</i>	<i>Minor</i>	<i>Medium</i>	
	<i>Liquids</i>	<i>Children touching or interfering with equipment</i>	<i>Likely</i>	<i>Minor</i>	<i>Medium</i>	
		<i>Slipping</i>	<i>Possible</i>	<i>Minor</i>	<i>Medium</i>	
<i>Lollies, bubble liquid, and prizes</i>	<i>Ingredients</i>	<i>Allergic reactions</i>	<i>Rare</i>	<i>Major</i>	<i>Medium</i>	<i>The Event Organizer/ Organization has responsibility to alert Funtime Kids Parties at least a week before the event of participants who might have allergies that could be affected</i>



						<p><i>by common ingredients in bubble liquid, lollies, and toys. Event Contact is to provide Funtime Staff with lolly prize packs (at own expense) if there are specific allergies not ordinarily taken into consideration by Funtime Kids Parties.</i></p> <p><i>Funtime Kids Parties do not use lollies or liquids that have common allergic reactions. Funtime Kids Parties will inform the host for the event 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>Funtime Staff will use the standard Funtime Kids Parties prize pack. If the host of the event is informed that the Event Organizer/ Organization will be providing specific prizes to be used for the event, those will be the only prizes given. Funtime staff will not use the Bubble Machine at an event if alerted to a possible allergy.</i></p>
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**Who Conducted the Risk Assessment?**

**Completed by:** Jack Carlos, Funtime Kids Parties Director

**Signature:**

**Date:** 1/7/2022



## 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