

# PTA activity Risk Assessment

Activity	PTA Licensed Bar 'Parent Creche' – School Disco Night
<p>Brief description of activity and summary</p>	<p>The PTA operate a licensed bar three times per academic year on the same evening as the children's discos. Bar located in Miss Blackaby's Classroom in middle school which is completely separate from the main school building and has its own entrance, toilets and sinks.</p> <p>Bar opening times are strictly 6pm - 8.15pm.</p> <p>The PTA have named this activity '<b>Parent Creche</b>' as it is aimed at parents waiting to drop off and/or collect their children from the school discos.</p> <p>Parents visiting the bar may have children with them while they wait for the two discos slots to start and finish.</p> <p>The bar is run by PTA volunteers and offers a choice of beer, wine, soft drinks and crisps.</p>
<p>Risks &amp; Hazards</p>	<ol style="list-style-type: none"> <li>1. Personal injury through manual handling</li> <li>2. Trips &amp; Falls</li> <li>3. Excessive alcohol intake</li> <li>4. Alcohol consumption with children present</li> <li>5. Glass wine bottles on site</li> <li>6. Food poisoning / allergies</li> <li>7. Choking (ice cubes could present a choking hazard)</li> </ol>
<p>Control measures in place</p>	<ol style="list-style-type: none"> <li>1. Lift lighter loads, share lifting duties, ensure pathways and routes are clear, use sack truck provided for ease of carrying larger/heavy items.</li> <li>2. Remove trip hazards and ensure furniture positioned in such a way to maximise free flow as much as possible. Children to move around at a sensible pace, parents encouraged to keep careful control of their own children.</li> <li>3. Personal judgement of the volunteers serving drinks - alcohol will not be served if someone appears to be 'drunk'.</li> <li>4. Parental supervision of children at all times. Efficient clearing up of empties &amp; leftovers to prevent any alcohol being consumed by children by accident or otherwise.</li> <li>5. No glass bottles served to children. Responsible adult supervision at all times. Majority of drinks will be served in plastic cups. Wine purchased by the bottle will be provided with plastic cups and once empty the glass bottle will be disposed of immediately.</li> <li>6. Sell pre packed crisps only so that ingredients and use by dates visible.</li> <li>7. No food being sold are thought to be a choking hazard. BUT ice cubes could present a choking hazard ice cubes available to adults only, ice cubes to be placed in drinks. Parental supervision at all times.</li> </ol>
<p>Additional information</p>	<ul style="list-style-type: none"> <li>• During this event both Miss Blackaby's and Mrs Marshall's classrooms can be used as required.</li> <li>• The PTA lead for this activity will move all supplies from the PTA garage into the classroom (inc a fridge if considered necessary) approximately 45 minutes before activity starts. Along with all other items required to run this activity. An event checklist is available for this activity.</li> <li>• The timing of the disco slots are 6-7 infants and 7.15-8.30 juniors.</li> <li>• PTA volunteers have full access to main school if needed for any unforeseen.</li> <li>• First aid kit and accident record book available in medical room.</li> <li>• Classroom to be cleaned and tidied after event, vacuum cleaner available in toilets if needed.</li> </ul>

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