

Activity	PTA School disco
Brief description of activity and summary	PTA members, School staff and additional volunteers (e.g. Maiden Erlegh 6 th formers) oversee disco run by external professional DJ Provision of food and drinks Novelty toys available for purchase
Significant hazards	1) Excited children 2) Slip or trip hazards 3) Noise 4) Food poisoning 5) Poisoning from luminescent toys
Control measures in place	1) Excited children <ul style="list-style-type: none"> PTA members oversee general 'atmosphere' and will take action if thought necessary. Professional DJ gauges general feeling and instructs children if any situation Slip trip caused by spilt drink. 2) Slip or trip hazards <ul style="list-style-type: none"> Energetic children asked to calm down if required. Spilt drinks removed from floor 3) Noise <ul style="list-style-type: none"> Music volume reduced if required. 4) Food poisoning <ul style="list-style-type: none"> All food and drinks, i.e. fresh fruit or vegetable snacks, prepared hygienically Pre-pack food and drinks within sell by date. 5) Poisoning from luminescent toys <ul style="list-style-type: none"> Only items which are structurally sound are sold.
Additional information	First aid kit available in School office Cleaning equipment, i.e. broom, dust pan and brush, available for use.
Author	Simon Feist (Chair PTA)
Date	24 October 2013