This document should be read in conjunction with the Disco ACOP

Risk Profile

The following risks have been identified through PGL's risk assessment process:
a) Slips/trips/falls – wet, uneven ground and raised platforms
b) Injury from participation/physical exertion
c) Fatigue/exhaustion/dehydration
d) Injuries from entering unauthorised areas
e) Collisions with other guests or objects

Implementation of the following operating procedures reduces the residual risk to a level as low as reasonably practicable given the intended purpose of the activity.

Control Measures

Deployment Requirements

Group Leader Qualifications: All GLs have received specific training delivering evening entertainments.

AIGL to participant ratio: 1:100

1. **Equipment Requirements**

● Stereo/ DJ Equipment's (including a microphone if available and suitable)
● Music appropriate to age
● Drinking water and cups (if applicable)
● Fancy Dress

2. **Clothing Requirements**

● Staff to wear clean uniform unless themed disco is agreed.
● All guests to wear suitable clothing and footwear for location

3. **Preparation for Disco**

a. Format of disco and accompanying adult support discussed and agreed with Party Leader.
b. Agree staff roles with all PGL staff supporting disco delivery.
c. Disco location checked for hazards.
d. Prepare age-appropriate play list.
e. Equipment is checked to ensure it is fully working.

4. Disco delivery

a. Guest safety talk before entering disco area to include, fire procedures, where to find staff, behavioural expectations, what to do if they don't want to dance or need a break, and any restrictions imposed by the facilities.
b. Staff to interact with guests and supervise from the dance floor.
c. Guests are not permitted on stages or raised platforms.

5. Disco conclusion

a. Cool-down, reduce level of activity and encourage quieter behaviour.
b. Guests made aware of what is happening next.
c. Ensure all areas that have been used are left clear, tidy and in a safe condition – check for lost property and return to guests.
d. Report any broken, damaged, or faulty equipment.
e. Log any incidents.

FOR CENTER USE ONLY:

The risk assessment procedure has been completed by:

DATE	PRINT NAME	SIGNAITURE