



Normal Operating Procedure Disco (inc. Risk Assessment) - Kindilan

#TEAMPGL

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



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- 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.