WELSHPOOL TOWN COUNCIL

HALLOWEEN PARTY – NOVEMBER 2017 - RISK ASSESSMENT

REF	HEADING	RISK	MITIGATION	RISK
1	**CHILD PROTECTION**	Vunerable children – normal protection rules	No adult may be left alone with any child at any time.	**LOW**
2	**GENERAL PREMISES**	Event held in the Corn Exchange, building risks as normal.	Separate risk assessment for premises	**LOW**
3	**TRIP HAZARDS**	Leads on floors – trip hazard	All cables to be taped down	**LOW**
4	**RATIO OF ADULTS**	A suitable ratio of adults to children	To be observed of 6 children to one adult	**LOW**
5	**DBS CHECKS**	DBS checks to be in place for lead adults	DBS checks completed	**LOW**
6	**EMERGENCY**	The muster point in case of emergency	To be located on the pavement outside the main Town Hall doors.	**LOW**
7	**FIRST AID**	First aid provision requirement	First Aid kit on site in the kitchen area All accidents to be reported to the Town Clerk.	**LOW**
8	**KITCHEN**	Hot water in confined space.	No children allowed in the kitchen area	**LOW**
9	**NOMINATED LEAD**	Single person to take responsibility for the event	Cllr Heather Chave appointed	**LOW**
10	**EMERGENCY BACK UP**	Back up in emergency to be put in place	Robert Robinson Town Clerk 07767 267830	**LOW**
11	**PREMISES CHECKLIST**	a) Disabled access b) Toilets c) Disabled toilets d) Kitchen facilities e) Fire alarms f) Emergency lighting g) Emergency access h) Insurances in place i) Premises Risk Assessment in place	YES YES YES YES YES YES YES YES YES	**LOW** **LOW** **LOW** **LOW** **LOW** **LOW** **LOW** **LOW** **LOW**