

Health and Safety

St. Martins School Disco

Friday 25 August 2017

Location	Hazard	High/ Medium /Low level risk	Eliminate/ Minimise/ Mitigate	Action
Entrance way/ Food Stall/ Glow Products tables/Stalls	Trip on power cords	med	Minimise	Power cords to be taped/adhered to table leg/pole, or covered over. Where cords cannot be covered or adhered to something, appropriate measures will be taken to remove trip hazard. Have Hazard notified on Volunteer Job Card for this position.
Food Stalls - heated surfaces, foods and liquids	Burns to skin, clothing, Fire at/ around stall	Med- High	Minimise	Have Hazard notified on Volunteer Job Card for this position. Location of Fire Extinguisher is in Hall Kitchen. Care taken while setting up, cooking, cleaning, carrying hot items. First Aid Kit and person located in Kitchen area for minor burns For more major issues, seek medical advice. Call Ambulance via 111 or take for Medical attention/Hospitalisation if necessary
Putting up / taking down Decorations, Food & Drink Stalls - moving/ shifting foods and liquids	Injury to back or limbs while lifting heavy items	med	minimise	Take care, use correct lift technique ask for help if unsure of own lifting capabilities
Setting up and taking down of gazebos	Injury to back or limbs while lifting heavy items	med	minimise	Take care, use correct lift technique ask for help if unsure of own lifting capabilities
Setting up and taking down of gazebos	Injury to hands/arms while erecting side	med	minimise	Be aware of moving parts of gazebos, especially metal parts which could jam hands/fingers/skin etc. follow instructions for correct techniques for setting up and taking down.

Setting up and taking down of gazebos	Wind blowing lifting gazebo	med	Minimise	Weigh down corners with weights (sand bags made using sand from sand pits - return sand afterwards)
Large Threat			Minimise	<p>First adult to notice calls 111 or notifies Head Organiser who then calls 111</p> <p>MCs notify Fiesta attendees of the need to evacuate (without mentioning Bomb threat directly), all evacuate to Muster Point</p> <p>Include Muster Point on MC Script to notify everyone</p>
Earthquake			Minimise	<p>Include Drop cover hold message and Muster Point on MC Script to notify everyone</p>
Fire			Minimise	<p>First adult to notice calls 111, MCs notify attendees, all evacuate to Muster Point on School Courts outside Performing Arts room/Library</p> <p>Include Muster Point on MC Script to notify everyone</p>

2017 Disco JOB CARD - FOOD AND DRINKS

Stall: Sausage Sizzle, Popcorn, all other food and drink sales

Location and time: as per the information received confirming your choice for the day

Job Description: To manage and serve food and/or beverages specific to the stall you are working.

Roles and Responsibilities:

- Arrive 5 minutes prior to start time to familiarise yourself with role
- Read health and safety information specific to stall
- Help set up cooking equipment and food
- Prepare/ Cook food as per stall requirements
- Handle food, cooking utensils and equipment items safely
- Sell items to members of the public
- Handle money responsibly
- For Sausage Sizzle, keep an eye on the gazebo covering your stall - ensure it's weighted down enough to not blow away
- Be aware of the location of First Aid Station
- Be respectful to other helpers and members of the public

Hazard and management

Injury to back or limbs while lifting heavy items -	Take care, use correct lift technique ask for help if unsure of own lifting capabilities
Burns to skin, clothing, Fire at/around stall	Take care round hot surfaces and hot liquids.
Care taken while setting up, cooking, cleaning.	Fire Extinguisher/Flame retardant is in Kitchen
Power cord trip hazard	Check your surroundings to ensure any power cords are covered or otherwise managed (e.g. bundled or taped) to minimise trip hazard.

If required, First Aid help can be found in the Kitchen, please familiarise yourself with where this is in case of an emergency.

2017 Disco JOB CARD - GENERAL STALL

Stall: Glow Products, Face Painting, PhotoBooth, also Bouncer, Money Collection, Entry/Exit Door, First Aid, Child Support etc

Location and time: as per the information received confirming your choice for the day

Job Description: To manage and sell items specific to the stall you are working.

Roles and Responsibilities:

Arrive 5 minutes prior to start time to familiarise yourself with role
Read health and safety information specific to stall
Handle any equipment items safely
Sell goods/face painting to members of the public
Handle money responsibly
Be aware of the location of First Aid Station
Be respectful to other helpers and members of the public

Hazard and management

Injury to back or limbs while lifting heavy items

Take care, use correct lift technique
get help if unsure of own lifting
capabilities

Power cord trip hazard

Check your surroundings to ensure any power
cords are covered or otherwise managed
(e.g. bundled or taped) to minimise trip hazard.

If required, First Aid help can be found in the Kitchen, please familiarise yourself with where this is in case of an emergency.

2017 Disco JOB CARD - SET UP/PACKDOWN

Job Description: Set up and packdown of Gazebos, Trestle tables, Decorations

Location and time: as per the information received confirming your choice for the day

Roles and Responsibilities:

- Arrive on time
- Read health and safety information specific to your role
- Set up trestle tables and gazebos as per plan (see Disco Co-ordinator)
- Set up bench seating as required for audience seating
- Packdown gazebos and trestle tables
- Be aware of the location of First Aid Station
- Be respectful to other helpers and members of the public

Hazard and management

Injury to hands/arms/leg while erecting side

Be aware of moving parts of gazebos, especially metal parts which could jam hands/fingers/skin etc.

Follow instructions for correct techniques for setting up and taking down.

Injury to back or limbs while lifting heavy items

Take care, use correct lift technique get help if unsure of own lifting capabilities

Fall hazard

Ensure secure body/ladder position while erecting/removing decorations

If required, First Aid help can be found in the Kitchen, please familiarise yourself with where this is in case of an emergency.