



Normal Operating Procedure (inc. Risk Assessment) Silent Disco

This document should be read in conjunction with the Silent 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.

Total group size:

Dependant on location.
Minimum staffing ratio is 1:48, additional support will be provided during large mixed school discos.

1. Equipment Requirements:

- Headphones
- Silent Disco Transmitter
- Storage Container
- Kindle with appropriate music to age
- First Aid Kit
- Drinking water and cups
- Disco Packs for non-participating guests
- Disco ball

2. Clothing Requirements

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

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3. Preparation for Silent 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. Water and cups prepared for use during disco.
- e. Prepare age-appropriate play lists for each channel on the transmitter.
- f. Equipment is checked to ensure it is fully working
- g. Check all headphones are charged and ready for use

4. Silent Disco delivery

- a. Guest safety talk before entering disco area to include: fire procedures, where to find staff, behavioural expectations, who they will be sharing the disco with, what to do if they don't want to dance or need a break, and any restrictions imposed by the facilities.
- b. 1 person must not wear headphones to listen out for the fire alarm, this could be designated leader with the group or a PGL staff member.
- c. At a large multi school disco staff supervise disco from pre-agreed locations around the area must include toilet facilities, cool down area and any areas not accessible to guests during the disco.
- d. Remaining staff to interact with guests and supervise from the dance floor.
- e. Guests are not permitted on stages or raised platforms.

5. Silent 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	SIGNATURE
12/5/22	Annette Bindley	

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