

CHILDRENS BIRTHDAY PARTY - Health & Safety Risk Assessment

ACTIVITY	BIRTHDAY PARTY
Activity Day, Time & Frequency	1-off 4 hour booking for a 2hr birthday party
Rooms Used	Sandgate Hall, Hub & Kitchen
Activity outline	Crafting, party games, party food & birthday cake, face painting & tattoos, Disco
Maximum number of participants	60
Ratio of Adults to Children	1:12 (minimum of 2 adults present for safeguarding)
Risk Assessment carried out by	Helen Ainsworth
Risk Assessment Date	August 2021
RA Update	By: Helen Ainsworth Date: 25/11/2024 Version: 3

This Activity Based Risk Assessment is to be used in addition to the measures already laid out in the *SMC PREMISES Risk Assessment* and the *“Fire Plan and Fire Safety notes for external users”* document.

Kitchen & Food Hygiene Practice	See Instructions displayed in the kitchen
Event Type 2:	Blue ring binder - Please complete a 1 line entry about your Birthday Party
Light Refreshments & Party Food	

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Risk Assessment Calculator

Likelihood	Severity	Risk Rating
The likelihood of something happening can be graded as:	The severity of injury if something does happen can be graded as:	RR = Likelihood X Severity
1 = Low (seldom)	1 = Low (minor cuts and bruises)	1 – 2 = LOW Priority
2 = Medium (frequently)	2 = Medium (serious injury or incapacitated for 3 days or more)	3 – 4 = MEDIUM Priority
3 = High (certain or near certain)	3 = High (fatality or a number of persons seriously injured)	6 – 9 = HIGH Priority

Standard Birthday Party Risks:

What are the hazards?	Who could be harmed And how?	Risk Rating (LxS=RR)	What measures are required in order to control the risks?	Residual Risk (LxS=RR)
Intruders	Uninvited adults (or children) may post a risk to children or adults in attendance	3x2=High	Party guests are welcomed at the Sandgate door and once all invited are present the door is locked for security or party organiser nominates someone to be vigilant at monitoring the door.	1x2=LOW
Small items included in craft making/toys being put in the mouth	Children Choking and death	2x3=High	Children are supervised at all times. Only toys which are good quality, non-toxic and appropriate for the age of the children are used. First aid provision is adequate.	2x2=Med
Small sharp edged tools (Plastic knives, scissors, playdo cutters, etc.)	Cuts	2x2=Med	Equipment is used under the close supervision of a responsible adult. All equipment to be accounted for and stored away at the end of the session. First aid provision is adequate.	2x2=Med
Collision with fixed or portable equipment or other children	Children during party games Injuries arising from slips, trips, falls and collisions	2x2=Med	Room arrangement has been considered and all activities are organised so as to reduce the risk of collision with other children, equipment or structures. Children are supervised by adults at all times. First aid provision is adequate.	2x1=Low

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What are the hazards?	Who could be harmed And how?	Risk Rating (LxS=RR)	What measures are required in order to control the risks?	Residual Risk (LxS=RR)
Push open doors at entrance	Children escaping from building	3x2=High	This is communicated to all parents and party organiser nominates someone to be vigilant at monitoring the door.	1x2=LOW
Face painting & transfer tattoos	Children having the painting/tattoo	3x2=Med	Only use sensitive skin products. Check with the child's parent/responsible adult prior to application. If they are sensitive just do on the back of the hand/lower arm where the skin is not so sensitive. Have appropriate soap and water at hand to wash off if a reaction occurs.	2x1=Low
Play gym/bouncy castle	Children playing on the equipment	3x3=High	Always have an adult supervising. Know where the first aid kit is kept (Kitchen shelf by fridge). Ensure you follow all the guidance issued with the hire of the bouncy castle etc. (property insurance does not cover this activity). Follow issued maximum number of children using the equipment.	2x1=Low
Loud music	Anyone with sensitive hearing	3x2=High	Ensure there is an alternative room where attendees can go o get away from the noise. Be prepared to turn the volume down if enough people are uncomfortable with the level of noise.	3x1=Med
Flashing disco lights	Anyone with epilepsy or other lights sensitive medical conditions	2x2=Med	Find out about attendees pre-existing medical conditions prior to the party so that appropriate steps can be taken. Ensure there is an alternative room where attendees can use to get away from the lights.	1x1=Low
Candles	Adults lighting & handling the candles. Children blowing them out. Burns	2x2=Med	Close supervision required when candles are lit. Candles must not be left lit in a room without an adult in attendance. Children must not be running around when a birthday cake with candles is being presented, ideally they should be sitting down.	1x2=Low

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Additional Birthday Party Risks – Specific to your party

What are the hazards?	Who could be harmed And how?	Risk Rating (LxS=RR)	What measures are required in order to control the risks?	Residual Risk (LxS=RR)