

School Birthday Celebration Party Risk Assessment

Name of Assessor(s): _____

Rank: _____

Date: _____

Activity: School Birthday Celebration Party (Eating, Singing, Dancing)

Step / Task	What can go wrong? (Hazard)	Who might be harmed?	How serious / likely? (Risk)	What can we do to reduce it? (Controls)	Done? (✓)
Serving food	Food allergy or choking	All attendees	Medium severity if allergic; possible choking	Label all foods; Provide allergy list; Supervise eating; Cut food into small pieces	
Eating at tables	Spillage -> slip and fall	Attendees, especially younger children	Low to Medium	Ensure floor is dry; Place non-slip mats; Supervise area	
Singing karaoke	Volume too loud -> hearing damage; Trip over cables	Participants	Low	Keep volume at safe level; Tape down cables; Use cordless mic	
Dancing session	Collision or trip	All participants	Medium	Clear dance floor; Use soft flooring; Supervise activity	

Risk Severity Legend and Guidelines

Risk Severity Levels:

- **High (H):** Could result in serious injury or major disruption, and is likely to occur if controls fail.
- **Medium (M):** May cause moderate harm or inconvenience, with moderate likelihood.
- **Low (L):** Unlikely to cause harm or only minor inconvenience, and is unlikely to occur.

How to Determine Risk Level

- 1. Identify the potential consequence:** Consider worst-case impact (e.g., injury severity, disruption).
- 2. Estimate likelihood:** Assess how often this could happen without controls.
- 3. Use risk matrix:** Combine consequence and likelihood to categorize as H/M/L.
- 4. Document your rationale:** In the Controls column, note any assumptions or observations guiding your risk rating.