



ASSEMBLY GATHERING

Safety Guide

School Education

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KEY BENEFITS

Community Identity

Builds community identity and shared values across the school.

Communication Skills

Develops listening, presenting, and audience etiquette.

Celebration

Enables celebration of achievement and important messages.

Student Leadership

Encourages student leadership through hosting and performance.

KEY HAZARDS & CONTROL MEASURES

Overcrowding

- ✓ Maximum capacity set and enforced
- ✓ Multiple exit routes available
- ✓ Seating layout planned with aisles
- ✓ Staff positioned at key points

Trip Hazards

- ✓ Cables taped down or covered
- ✓ Clear walkways maintained
- ✓ Bags stored away from routes
- ✓ Pre-event venue check

Ventilation

- ✓ Windows opened where possible
- ✓ Assembly duration limited
- ✓ Mechanical ventilation operational
- ✓ Water available if needed

Medical Emergency

- ✓ First aider present
- ✓ Medical information accessible
- ✓ Clear access route for emergencies
- ✓ Communication system in place

PRE-SESSION SAFETY CHECKLIST

Risk Assessment

- Complete and review risk assessment for this activity
- Brief all staff on key risks and emergency procedures
- Ensure all identified hazards have control measures in place

Venue

- Exits clear
- Aisles maintained
- Seating arranged
- Ventilation working

Equipment

- Cables secured
- Staging stable
- PA system tested
- Lighting adequate

Supervision

- Staff positioned
- Roles assigned
- First aider present
- Communication ready

Emergency

- Evacuation plan known
- First aid accessible
- Fire exits marked
- Emergency contacts listed



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