



PROM OR GRADUATION EVENT

Safety Guide

School Education

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Checklist Items

KEY BENEFITS

Milestone Celebration

Marks milestones and celebrates collective achievement.

Social Confidence

Builds confidence in formal social settings and etiquette.

Peer Bonds

Strengthens peer bonds before transition to new stages.

Leadership Skills

Encourages student leadership in planning and delivery.

KEY HAZARDS & CONTROL MEASURES

Crowd Management

- ✓ Capacity limits enforced
- ✓ Staff positioned throughout
- ✓ Multiple entry/exit points
- ✓ Clear evacuation routes

Security & Access

- ✓ Ticket-only entry enforced
- ✓ Security staff present
- ✓ ID checks at door
- ✓ Secure cloakroom

Food & Drink

- ✓ Allergens clearly labelled
- ✓ Staff monitor refreshments
- ✓ Professional caterers used
- ✓ Allergy info collected

Transport

- ✓ Transport arrangements confirmed
- ✓ Staff supervise departure
- ✓ Safe pick-up area
- ✓ Emergency contacts held

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

- Fire exits checked
- Staging secure
- Capacity confirmed
- Lighting tested

Security

- Entry system ready
- Cloakroom secure
- ID checks planned
- Staff briefed

Catering

- Allergens labelled
- Water available
- Hygiene verified
- Dietary needs met

Welfare

- First aid ready
- Transport arranged
- Quiet space available
- Emergency plan



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