

# Risk Assessment: Year 11 Prom

**Event:** Year 11 Prom

**Venue:** Salisbury Arts Centre, Bedwin Street, Salisbury

**Date:** Thursday 25 June 2026

**Organiser:** Year 11 Prom Committee

**Date of Risk Assessment:** 23/06/26

**Assessment Completed By:** Poppy Dent, Anna Knight, Amelia Bridges, Heather Porter (and emailed for review to all Prom Committee Members on 23/06/26).

**Reviewed:** 24/06/26

**Review Date:** 25 June 2026

**Expected Attendance:** 285 students, plus venue staff, food vendors and parent volunteers (approx. 12 volunteers)

## Event Description

An end-of-year celebration for Year 11 students, including music, dancing and food vendors. The event is alcohol-free and organised independently by the Year 11 Prom Committee. The event will be held at Salisbury Arts Centre and attended by 285 students.

### **Additional risk - Red Weather Warning 0900 24/06/2026 – 2100 25/06/2026**

In view of the high temperatures forecast and current heat-health alerts for southern England, there is an additional risk to be considered, and mitigation and control measures are listed below.

Hazard:	Potential Harm:	Mitigation and Control Measures:	Residual Risk:
<p><b>Red Weather Warning (0900 24/06/26 until 2100 25/06/26)</b></p>	<ul style="list-style-type: none"> <li>• Dehydration.</li> <li>• Sunburn.</li> <li>• Heat exhaustion.</li> <li>• Heat stroke.</li> <li>• Increased risk of fire</li> </ul>	<p><b>Risk of Heat-Related Illness Mitigation</b></p> <ul style="list-style-type: none"> <li>• Free drinking water available throughout the venue. There will be at least 3 water refill points available within the venue. Children must not to drink from the taps as it is not drinkable, and parents are to be informed of this by email.</li> <li>• Students may bring refillable water bottles; however, all bottles must be empty on arrival and may be subject to inspection to ensure no alcohol or other prohibited substances are brought into the venue.</li> <li>• Water available in queue provided by volunteer (venue to provide plastic jugs and cups).</li> <li>• Regular announcements, including breaks in music encouraging hydration and rest breaks. Allowing children to also check in with themselves how they are feeling.</li> <li>• Designated welfare area, the “White Room” which is air conditioned will be available for students feeling unwell or overheated. Cool packs and water will be available in this room. (The White Room is available from 8.30pm. Prior to this time, the Art Room will be used as the designated welfare space if required.)</li> <li>• Venue ventilation maximised wherever possible, noting there is no air conditioning.</li> <li>• Students permitted to dress for comfort and coolness.</li> <li>• Parent volunteers briefed on recognising signs of heat exhaustion and heat stroke.</li> </ul>	<p>Low to Medium</p>

		<ul style="list-style-type: none"> <li>• Posters of symptoms of heat exhaustion and heat stroke placed in toilets and water points.</li> <li>• A designated Welfare Lead to be appointed for the duration of the event.</li> <li>• 3 x Heat Health Leads to be appointed whose responsibility is to ensure water is replenished and freely available. To prompt students to drink whilst also looking for signs of heat exhaustion. Although there will be 3 x Heat Health Leads, all parent volunteers will be expected to remain vigilant for signs of heat-related illness.</li> <li>• Students to use “the buddy, buddy” system i.e. if they notice they are starting to feel unwell or symptoms of heat related illness <b>or</b> they notice it in their friend or others, they are to inform an adult immediately. To be communicated to parents by email to inform children.</li> <li>• Email to parents to go out on 24/06/26 - to include heat part of risk assessment and preventative measures parents are expected to take.</li> <li>• Thermometers near the dance floor to provide an objective measure of heat and aid decision-making around stopping the dancing</li> <li>• Seating outside with umbrellas for shade.</li> <li>• The venue has a total of 4 first aiders. The security staff (4) are also first aid trained.</li> <li>• Security staff and volunteers monitoring entry to ensure no additional persons enter the premises and increase heat with extra bodies.</li> <li>• Whilst reasonable welfare measures will be implemented, organisers are not healthcare professionals. Parents/carers must remain contactable throughout the event and able to collect their child within 30 mins should if symptoms of heat-related illness are seen. This is to fit in with guidance around</li> </ul>	
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		<p>the 30 minutes noted on the NHS website around management of heat-related illness.</p> <ul style="list-style-type: none"> <li>• Parent volunteers assigned to monitor dance floor due to limited ventilation and movement in heat. Lighting to stay off to the last moment, then minimum safe lighting to reduce heat.</li> <li>• Parent volunteers/security staff to check toilets every 30 mins to ensure no child is in distress. Male for male, female for female.</li> <li>• Main entrances/exits to remain open for the duration of the event to ensure ventilation and easy access to the outdoors.</li> <li>• Emergency services contacted if necessary.</li> </ul> <p><b>Increased Risk of Fire Mitigation</b></p> <ul style="list-style-type: none"> <li>• It is a no smoking or vaping event.</li> <li>• Risk of fire managed by venue’s risk assessment and parent volunteers to support fire procedures led by venue staff.</li> <li>• Venue has 4 exit doors.</li> </ul>	
<p><b>Alcohol, Drugs and Prohibited Substances</b></p>	<ul style="list-style-type: none"> <li>• Illness or injury</li> <li>• Impaired judgement</li> <li>• Medical emergencies</li> <li>• Safeguarding concerns</li> <li>• Increase risk of heat exhaustion and/or heat stroke</li> </ul>	<ul style="list-style-type: none"> <li>• Event operates a strict no-alcohol and no-drugs policy.</li> <li>• Bags will be checked upon entry and alcohol, drugs and vapes will be confiscated.</li> <li>• Refillable water bottles must be empty on arrival and may be inspected.</li> <li>• Students suspected of possessing or consuming prohibited substances will be refused entry or removed from the event.</li> <li>• Parents/carers contacted where appropriate.</li> <li>• Emergency services contacted if necessary.</li> </ul>	<p>Low to Medium</p>

<b>Unauthorised Entry</b>	<ul style="list-style-type: none"> <li>• Safeguarding concerns</li> <li>• Disruption</li> <li>• Theft or antisocial behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Entry restricted to ticket holders and approved guests.</li> <li>• Guest list maintained at the entrance.</li> <li>• Tickets checked on arrival and wristbands will be put on at entry.</li> <li>• Venue staff and parent volunteers monitor entry points and re-entry controlled via wristbands.</li> <li>• Parent volunteer to monitor outside roped off space.</li> </ul>	Low
<b>Crowd Management and Overcapacity</b>	<ul style="list-style-type: none"> <li>• Crushing</li> <li>• Falls</li> <li>• Delayed evacuation</li> <li>• Increased heat by extra bodies</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance numbers controlled through ticket sales.</li> <li>• Capacity limits agreed with venue management.</li> <li>• Exits and circulation routes kept clear.</li> <li>• Volunteers and venue staff positioned throughout venue to monitor crowd density.</li> <li>• If any area becomes overcrowded volunteers will support students to follow the direction of venue staff.</li> <li>• 4 x security guards have been employed by the venue to support crowd management.</li> <li>• Venue has 4 exit doors.</li> </ul>	Low
<b>Theft, Loss of Property and Mobile Phones</b>	<ul style="list-style-type: none"> <li>• Distress</li> <li>• Disputes</li> </ul>	<ul style="list-style-type: none"> <li>• Lost property point established.</li> <li>• Announcements made regarding found property.</li> <li>• Personal belongings remain the responsibility of attendees.</li> <li>• Ticketed cloakroom available.</li> </ul>	Low
<b>Behavioural Incidents</b>	<ul style="list-style-type: none"> <li>• Physical injury</li> <li>• Emotional distress</li> <li>• Event disruption</li> </ul>	<ul style="list-style-type: none"> <li>• Behaviour expectations communicated in advance.</li> <li>• Volunteers and venue staff monitor conduct.</li> <li>• Aggressive, abusive or unsafe behaviour addressed immediately.</li> <li>• Parents/carers contacted if necessary.</li> <li>• Individuals may be removed from the event.</li> <li>• 4 x security staff have been employed by the venue to support behavioural incidents.</li> </ul>	Low

<b>Student Welfare and Mental Health</b>	<ul style="list-style-type: none"> <li>• Distress</li> <li>• Anxiety</li> <li>• Panic attacks</li> </ul>	<ul style="list-style-type: none"> <li>• Welfare Lead appointed.</li> <li>• Quiet space available away from music and crowds (White Room).</li> <li>• Students encouraged to seek support if feeling overwhelmed.</li> <li>• Emergency contact details available if required.</li> </ul>	Low
<b>Collection and Departure at End of Event</b>	<ul style="list-style-type: none"> <li>• Road traffic incidents</li> <li>• Students becoming stranded</li> <li>• Safeguarding concerns</li> </ul>	<ul style="list-style-type: none"> <li>• End time communicated clearly to parents/carers.</li> <li>• Venue exit monitored during dispersal.</li> <li>• Emergency contact details available if collection arrangements fail.</li> </ul>	Low

## Emergency Contacts

**Event Leads:** Anna Knight, Amelia Bridges, Heather Porter, Poppy Dent, Jenny Bullock, Melissa Murrell.

**Welfare Lead:** Amelia Bridges

**Heat Leads:** Heather Porter, Poppy Dent, Anna Knight

**Venue Contact:** Nikki

**First Aider:** Nikki plus 3 venue staff. Security staff also first aid trained.

**Emergency Services:** 999

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