

Risk Assessment: Somerset Youth Theatre cic

Activity		Venue	Outdoor public space risk assessment	Date of Original Assessment	
Age	4-18 yrs	Maximum Number of Participants	20	Access & Inclusion	

	Action / Task	Risk / Hazard	Who might be at risk	Hazard	Likelihood	Risk Factor	Minimisation / Prevention / Action	Additional Minimisation / Prevention / Action for young people aged under 16	Additional action to reduce risk factor further
1	Participating in rehearsal in main room	Injuries associated with physical activities; Strains, Sprains, Bumps, Bruises and Falls	Participants	2	2	2	<ul style="list-style-type: none"> The workshop leader is trained or is competent in the activity they are leading. The outside space is clear of obstructions and any objects that may cause harm, and the floor is a suitable surface. Ensure that the young people are aware of their limits and are never asked to do anything they feel uncomfortable with. All practitioners and assistants are trained in 1st aid procedure and protocol The practitioner is aware of any special needs that a participant may have. Clear plan communicated at start of session 	<ul style="list-style-type: none"> Make sure that rooms used are large enough and suitable for the activities. Any stairs etc have stair-gates, or necessary doors are locked. Ensure a first aid kit available in venue Ensure that the practitioner or workshop assistant is a first aid appointed person / first aid at work trained. Ensure that the workshop leader is able to DSO/ contact the venue duty manager via internal or mobile phone Ensure that the workshop leader has a copy of the parent/carer's emergency contact details for each young person participating 	<ul style="list-style-type: none"> 1:1 support for cerebral palsy CYP
2		Injuries associated with clothing and footwear	Participants	2	2	4	<ul style="list-style-type: none"> All participants either wear shoes or remove both shoes and socks 	<ul style="list-style-type: none"> Ensure that there is always a trained first aider present within the building 	



3		Dehydration	Participants	1	1	2	<ul style="list-style-type: none">• Adequate rest breaks are given• Water is readily available at all times	<ul style="list-style-type: none">• Ensure additional or extended rest breaks are allocated	
4		Children with special & additional needs	Participants	1	2	2	<ul style="list-style-type: none">• The workshop leader is informed about the child and their particular needs prior to the workshop• Please also see person specific Access Audits	<ul style="list-style-type: none">• Workshop assistant assigned to the child, depending on the individual needs of the child• 1:1 support for CYP with cerebral palsy• Toilet fob shared for disability access	
5	Craft activities	cuts scrapes scratches	Participants	1	2	2	<ul style="list-style-type: none">• All scissors and materials used are safety design• Participants are supervised at all times during workshop	<ul style="list-style-type: none">• Additional workshop assistants available to ensure adequate supervision and assistance with tasks	
6		Allergic reaction to materials	Participants	2	1	2	<ul style="list-style-type: none">• Glues and materials are non toxic and water based• Toxic items are never used• Participants do not have access to any toxic substances or materials	<ul style="list-style-type: none">• Additional workshop assistants available to ensure adequate supervision and assistance with tasks	<ul style="list-style-type: none">• Ensure workshop leaders are aware of any allergies or reactions participants may have
8	Meeting strangers	Breach of Safeguarding policy	Participants	3	1	3	<ul style="list-style-type: none">• Ensure young people are supervised at all times• All practitioners / supervisors are fully DBS checked• All practitioners / workshop assistants are fully aware of SYT's Safeguarding policy• Ensure no public can access the workshop/ rehearsal space• Ensure young people are accompanied outside of the workshop space• Young people not permitted to use the	<ul style="list-style-type: none">• Ensure there is an adequate amount of chaperones• No unaccompanied toilet breaks• Toilet fob and disability access to toilet	



							cafe with public present		
9	Accidents & incidents	Allergies, causing reactions requiring medical attention	Participants	3	1	3	<ul style="list-style-type: none">Young people who need to carry medication on them do soThe practitioner is aware of any special needs that a young participant may have.		
10		Accident requiring 1 st aid	Participant				<ul style="list-style-type: none">Trained Artist and/or assistants are trained in 1st aid procedure and protocolThe practitioner or workshop assistant is a first aid appointed person / first aid at work trainedThe practitioner or workshop assistant is a first aid appointed person / first aid at work trained.The workshop leader is able to contact DSO/ a venue Duty Manager	<ul style="list-style-type: none">Ensure a first aid kit availableEnsure that the workshop leader has a copy of the parent/carer's emergency contact details for each young person participating	
11	Emergency Evacuation	Workshop groups exiting the building safely	Everyone taking part				<ul style="list-style-type: none">All emergency exit routes are checked prior to the workshop startingPractitioners and assistants aware of the venue's evacuation procedureEvacuation is handed over to the venue Duty Manager	<ul style="list-style-type: none">Adequate workshop assistants / responsible adults should be present to assist evacuation and ensure all participants exit the building safelyRehearsals take place in main roomWhen rehearsing on stage, 2 members of staff to support young person with CP, assist from stage area after all else evacuatedAdequate lighting SR exit to support evacuation	
12	Workspace inspection	Suitability of workshop space	Everyone taking part				<ul style="list-style-type: none">The room is checked prior to the start of the workshopThe space is ventilated and clean		



							<ul style="list-style-type: none">• The room is clear of obstructions and any objects that may cause harm, and the floor is a suitable surface• There is adequate security measure in place		
1 3	Use of stage during performance	Production requires heavy lifting or use of onstage stairs / climbing Production has ensemble cast with risk of overcrowding in emergency evacuation	Participants Supporting Artists Theatre staff	3	1	3	<ul style="list-style-type: none">• Ensure 1:1 support for CP young person, adult attached to CP at SR• Heavy lifting carried out by appropriately briefed staff with lifting techniques advised• Access to off/onstage stairs or ladders appropriately lit at all times• Staff & CYP given time to practice climbing / lifting appropriate items• Cast and Crew briefed to avoid over crowding or waiting in areas where lifting will take place	<ul style="list-style-type: none">• Use rehearsal time to move through potential evacuation procedures with 1:1 adults• Communication with SYT/ parents/ carers to agree protocol	<ul style="list-style-type: none">• Letter of agreement between SYT/ parent/ Carer
1 4	Access & Inclusion	Presence of physically disabled cast, crew or audience	Cast Audience	2	5	3	<ul style="list-style-type: none">• Ensure all have access to an emergency exit route.• Ensure Wheel chair users are placed in the appropriate reserved space to allow for ease of exit.• Ensure Cast or crew members have access to		



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							appropriate support		
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Signed		Date Completed	
		Review Date	

Hazard (1-5) x Likelihood (1-5) = Risk Factor (1-5)

Activity assessed at 12 or above must be stopped immediately until steps have been taken to reduce the risk