

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

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

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

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



							appropriate support		
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<b>Signed</b>		<b>Date Completed</b>	
		<b>Review Date</b>	

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