

Performance Risk Assessment Form

Task / Activity <i>Describe what activity this assessment covers</i>	Theatre Performance of Wind in the Willows		
Workplace <i>Describe where this activity takes place</i>	1532 Performing Arts Centre		
Date	10.01.2018	Review Date	June 2018
Assessor	Claire Moulds	Signature	Your signature

Likelihood	Impact
Almost Impossible	1 Insignificant (minor injury, no time off)
Unlikely	2 Minor (non-permanent injury, up to 3 days off)
Possible	3 Moderate (injury causing more than 3 days off)
Likely	4 Major (death or serious injury)
Almost Certain	5 Catastrophic (multiple deaths)
Risk rating Likelihood X Impact	
Low = 1-3	Moderate = 4-7
	Significant = 8-14
	High = 15-25

No. of Young People Attending: 16

Age Range of Young People Involved: 11-14 yrs

Ratio of Adults to Children:
Male Chaperone: 1 adult to 7 children
Female Chaperone: 1 adult to 9 children
1 spare Chaperone as float

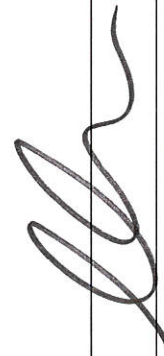
No. of CRB Checked Adults on Duty: 6

Do any of the young people have special needs: (please give basic detail and additional control measures in place)
 No children with special needs which require additional control measures.

Description of Hazard	Consequence of Hazard	Persons at Risk	Current Control Measures	Risk Rating		
				L	I	R
1. Child Abduction/ Assault/ Lost Children	Injury/Serious Injury/Death/ Emergency Situation	Child Performers	Venue Staff are CRB checked Company Staff are CRB checked Venue Doors are covered by competent staff Company to provide signing in/ out sheet Company to supervise children within the building at all times	3	5	15
3. Electric Shock	Minor Injury/Serious Injury/Death/	All Performers & Company	All electrical equipment PAT tested by venue.	3	3	9
4 Slips, trips, falls	Minor Injury/Serious Injury/Death/	All Performers & Company	All equipment stored safely All cables taped down use of safety matting Exit routes kept clean and clear at all times	3	3	9
5 Excessive Noise	Hearing problems Ringing in ears Deafness	Performers & Company	Professional in-house PA system Sound levels monitored at all times	2	2	4
6 Fire	Burn Smoke Inhalation Death	Performers & Company	Building fire/smoke detectors in operation Venue emergency evacuation procedures in place Venue Staff trained in emergency procedures.	2	3	6
7 Manual handling	Back Injury	Performers & Company & Venue Staff	Only adults within the company & venue Staff will carry out any heavy lifting or moving of equipment.	3	3	9
8 First Aid Incidents	Minor Injury/Serious Injury/Death	Performers & Company	First Aid Trained staff on duty at all times First Aid Kits available A&E 10 minutes from building	3	2	6

...contd

Recommended Additional Control Measures		Revised Risk L X I = H, S, M, O R L	Management Action Plan and Implementation Date(s)		
Action			By Whom	Deadline	
1.	Drop off & collection procedures in place by the visiting company to ensure that children are adequately controlled and protected. Children never to be left unsupervised	3	Chaperones to gather information from Company about procedures in place	CEM	25.01.18
2.	Electrical equipment operated by trained personnel only.	1	Technicians to brief the company stage manager about potential electrical hazards within the theatre. Company stage manager to communicate to performers	CEM/SH	25.01.2018
3.	Pre-event safety briefing held to outline potential slip, trip, fall hazards in venue.	1	Factor safety briefing on arrival	CEM/SH	26.01.2018
4.	Professional sound technician will control sound levels at all times	2	Sound Technician to communicate with company about safe sound levels.	Techs	
5	Company to be made aware of evacuation procedure	2	Venue Manager to communicate to the company evacuation procedure	Venue Manager	22.01.2018
6	Child performers are not to move any equipment / only adults with manual handling training able to move equipment	2	Technicians and venue staff with manual handling training will be responsible for moving equipment. Only adults within the company who have had manual handling training can assist and will always be supervised by the technicians.	Technician/ venue staff	26.01.2018
7	No unauthorised photography in areas where children may be present owing to child protection guidelines	2	Front of House to enforce this regulation and note in placed in the programme for parents. Professional photographer on hand to take photographers and images shared only with parents. Consent form for publication of images gained by Company	FOH/CEM	26.01.2018



Signature of Artistic Director

Claire Moulds

Date

10.01.2018

Name of Artistic Director