



## Youth Theatre, Education and Learning General Risk Assessment

**Name of Departments:** Titchfield Youth Musical Theatre, Education and Learning Department, BTEC Performing Arts

**Name of Director of Education and Learning:** Stuart Hibbard

**Postcode of Registered Address:** PO14 4BG

**Disciplines Offered:** Musical Theatre Training: Singing, Dancing and Acting. Drama Training, Lamda Examinations, BTEC Performing Arts, Workshops, Education & Learning Outreach

**Intended Start Date** (based on continuing guidance): Monday 18<sup>th</sup> April 2022

**Ages Attending:** 2-4 yrs, 4-8 yrs, 8-11 yrs, 11-16 yrs, 16+ yrs

Risk Assessment generated on Friday 6<sup>th</sup> April 2022.

Risk Assessment implemented by Sassy Harvey.

**Statement of general policy and arrangements for TFT Youth Theatre, Education and Learning Department:**

We will actively maintain and promote good health and safety procedures and will:

- Maintain safe and healthy work conditions
- Provide adequate control of the health and safety risks at our school
- Be open to comments and suggestions from our employees, students and their parents on matters relating to health and safety
- Provide information, instruction and supervision for employees and students and make them aware of this policy
- Ensure all employees are capable of doing their tasks, hold any required qualifications, and that they receive adequate training
- Record any harm or injuries that occur in an Accident Book and make changes where required to avoid similar incidents in the future
- Regularly review and update this policy.

Stuart Hibbard has overall responsibility for health and safety of Youth theatre, Education and Learning.

A Health & Safety Law poster is displayed on TFT noticeboard at the venue

A First Aid box is located in TFT Box Office and Stage Managers Desk

An Accident Book is located with First Aid kit at Box Office

In the case of an emergency or serious injury, please contact the emergency services on 999 or 112

This policy was last reviewed on Friday 6<sup>th</sup> April 2022

Name of Director: Sassy Harvey

Signed

## Introduction

A risk assessment is simply a careful examination of anything that may cause harm to you or others during our lessons. The aim is to prevent incident, accident and illness. It is carried out by identifying risk and using appropriate control measures to minimize or eliminate the risk.

This Risk Assessment was undertaken based on information provided by Sassy Harvey on Youth Theatre, Education and Learning.

It is the responsibility of Sassy Harvey to make sure that those carrying out the work are instructed and trained to do so using the control measures identified in the risk assessment. Sassy Harvey will directly supervise those with the least experience until they are deemed to be competent to carry out the work unsupervised. Those carrying out the work must co-operate with Sassy Harvey by following the instructions they have been given.

Any change resulting in the escalation of either the Severity Rating or Probability Rating of an identified hazard is to be reported to Sassy Harvey or Stuart Hibbard at Titchfield Festival Theatre. The severity and probability definitions relating to this document can be found below.

It is assumed that this Risk Assessment forms part of Titchfield Festival Theatre's over-arching Risk Assessments, Operating Procedures and preventative measures used to minimise risk. It should not be viewed in isolation. Other documentation that should be considered, where applicable,

includes;

- TFT Terms and Conditions
- TFT Conduct Policy
- TFT Safeguarding/Child Protection Policy
- TFT GDPR Policy
- TFT Covid-19 Policy
- TFT Health and Safety Policy

### Risk Rating = Likelihood x Severity

Severity	Catastrophic 5	5	10	15	20	25
	Significant 4	4	8	12	16	20
	Moderate 3	3	6	9	12	15
	Low 2	2	4	6	8	10
	Negligible 1	1	2	3	4	5
		1	2	3	4	5
		Improbable	Remote	Occasional	Probable	Frequent
		Likelihood				

  

Catastrophic	<span style="color: red;">■</span>	STOP
Unacceptable	<span style="color: orange;">■</span>	URGENT ACTION
Undesirable	<span style="color: yellow;">■</span>	ACTION
Acceptable	<span style="color: lightgreen;">■</span>	MONITOR
Desirable	<span style="color: green;">■</span>	NO ACTION

Staff Welfare									
Hazard	Risk	Who is at Risk	Likelihood	Severity	Risk Score	Control measure	Likelihood	Severity	Risk Score
Teaching and coaching staff failing to act appropriately	Reputational and Financial impact on the business/teacher	All	3	4	12	All staff hold the appropriate qualifications from their respective accreditation bodies.	1	4	4
						All staff to hold a current DBS (Disclosure and Barring Service) certificate. Certificate must be less than 3 years old unless subscribed to the DBS update service in which case an update should be run every 3 years.			
						Staff have been regularly consulted and informed about the theatre's policies and procedures (for example, safety measures, safeguarding, reporting requirements etc) and Refer to TFT Safeguarding/Child Protection Policy			
						Staff have been trained in how to deliver instruction to younger children who sometimes need things to be explained to them in a different way. They may not understand some of the language that adults use. Therefore, it is important to make sure that exercises are explained using language that they understand or demonstrated to make sure that they understand what they need to do.			

Staff Welfare Continued									
Hazard	Risk	Who is at Risk	Likelihood	Severity	Risk Score	Control measure	Likelihood	Severity	Risk Score
Lack of qualified First Aider(s) and first aid kit	Unable to facilitate appropriate care	All	3	4	12	There will always be a minimum of one member of staff present with a First Aid qualification.	1	4	4
						Venue first aid boxes should be checked regularly to make sure that they are fully stocked and, where possible, they should include resuscitation face shields.			
Failing to secure data leading to a breach of GDPR regulations	Reputational and Financial impact on the business/teacher	All	4	3	12	TFT Youth Theatre and Education & Learning is committed to protecting the privacy and confidentiality of its students. TFT Youth Theatre and Education & Learning will only collect; <ul style="list-style-type: none"> <li>- Personal information (such as name and date of birth)</li> <li>- Next of kin (such as name/s and emergency contact number/s);</li> <li>- Relevant medical information;</li> <li>- Attendance information (such as dates of attendance/absence and reason for absence);</li> <li>-Contact details (such as name, address, telephone number and email address). And Parentals details if child is under 16 years of age.</li> </ul>	1	3	3
						We do not sell or pass on personal data to any other organisation or use for any other purpose. The personal information held by TYMT, TYT and Education Department about our Students is the minimum necessary to facilitate the running of our business; such as emergency contact details.			
						See TFT GDPR Policy for full details			

Student Welfare									
Hazard	Risk	Who is at Risk	Likelihood	Severity	Risk Score	Control measure	Likelihood	Severity	Risk Score
Lack of register/accountability in the event of fire or evacuation	Significant injury /death	All	3	6	18	All students are registered within the first 15 minutes of their class commencing	1	6	6
Lack of Emergency contact details and related informatio	Unable to facilitate appropriate care	All	3	5	15	All Staff and Students to complete a 'contact form' including; - Personal information (such as name and date of birth) - Next of kin (such as name/s and emergency contact number/s); - Relevant medical information; Parents/carers or students must inform their teacher of any existing injuries, medical conditions/needs (e.g. Asthma, use of an EpiPen or diabetic monitoring) or any if they/anyone in their family are showing symptoms of infection.	1	5	5
Staff or students with individual Risk Assessments (i.e. disability, young persons or new/expectant mothers)	Individuals personal needs are not met resulting in distress or harm	Identified Individual	3	4	12	Existing individual Risk Assessments to be implemented and reviewed as necessary and additional measures put in place for those at enhanced risk.	2	4	8

Student Welfare Continued									
Hazard	Risk	Who is at Risk	Likelihood	Severity	Risk Score	Control measure	Likelihood	Severity	Risk Score
Lack of drinking water	Fainting leading to minor/ major injury	Individual Student	4	3	12	<p>Ensuring students are drinking plenty of water. As with every active sport, fluids lost through sweating must be replaced. Even mild dehydration can harm performance and reduce the ability to concentrate. Drinking enough is especially important when temperature and humidity levels increase.</p> <p>Ensure that a class for younger children includes breaks for them to rest and that there is water available for them to drink. Teacher to remind them to stop and rest as required.</p> <p>Spillages will be mopped up immediately and cordoned off until dry. Only water in sealable bottles will be allowed in rehearsal spaces.</p>	2	3	6
Inappropriate footwear and clothing	Slips, trips and falls	Individual Student	3	4	12	<p>Students should always wear appropriate clothing and footwear for the dance class. This should not be restrictive or uncomfortable and footwear should support the foot –Jazz shoes are the best. No mule type, platforms, flip flops or sling back shoes allowed.</p>	1	4	4
Valuables	Injury through catching/snagging Theft	Individual Student	3	4	12	<p>Where possible students should not bring valuables to class</p>	1	4	4

Delivery of Classes									
Hazard	Risk	Who is at Risk	Likelihood	Severity	Risk Score	Control measure	Likelihood	Severity	Risk Score
Class timetable-lack of planning	Personal Injury	All	4	4	16	Teaching will be according to the age and ability of the students. Class structure will allow for an appropriate warm up and cool down for the class and ensuring the teaching of correct technique to avoid injury to body and voice.	2	4	8
Lack of rules and behavioural expectations	Injury or damage to property	All	3	4	12	Rules for behaviour and conduct will be outlined at the start of term and reinforced when necessary at the start of class.	2	4	8
Upright pianos/ keyboard	Tipping and causing injury	All	2	4	8	Upright piano/keyboards are only held or moved from the two ends, and never pushed or pulled from the keyboard side or back. A safety check on electrical pianos is made every year in line with electrical checks	1	4	4



Venue - Spaces and Theatre									
Hazard	Risk	Who is at Risk	Likelihood	Severity	Risk Score	Control measure	Likelihood	Severity	Risk Score
Unsuitable venue (including floor, lighting and ventilation)	Slips, trips and falls, illness and dehydration	All	3	4	12	The facilities at Titchfield Festival Theatre are suitable for the lessons we teach. The room is well ventilated, lit and of an appropriate size. Class Teacher to ensure that dancers are well spaced out within the room and that they have sufficient room for the activity.	2	4	8
Ingress/Egress to site	Contracting and/or conveying COVID-19	All	3	4	12	To be aware and manage the following if applicable; - Heavy swing doors into building and studio (particular for younger children) - Entry and exit route from the studio is up/down a flight of stairs – children and young people to be briefed to hold the rail and go slowly whilst descending the stairs	2	4	8
Lack of fire Risk Assessment	Impeded evacuation resulting in personal injury/death	All	3	6	18	Titchfield Festival Theatre are responsible for the regular inspection and maintenance of the fire alarm system and emergency lighting. Titchfield Festival Theatre undertake regular Fire Risk Assessments and make these available to TYMT, TYT and Education & Learning Department.	1	6	6
Lack of knowledge of fire evacuation procedures	Impeded evacuation resulting in personal injury/death	All	3	6	18	Rehearsal Rooms have clearly marked illuminated fire exits indicating exit routes. A meeting point has been established in Car Park and this is shown to students at the commencement of each term. A fire evacuation 'drill' is undertaken every 6 months	1	6	6

Venue- Spaces and Theatre Continued									
Hazard	Risk	Who is at Risk	Likelihood	Severity	Risk Score	Control measure	Likelihood	Severity	Risk Score
Lack of firefighting equipment and familiarisation in its use	Impeded evacuation and further damage	All	3	6	18	Teachers are familiar with the venue fire procedure and brief any staff under their duty of care. Adequate and appropriate fire extinguishers (Water, CO2 and Foam) and fire blanket are provided by the venue in accessible positions in high risk areas. Fire extinguishers are serviced annually by the venue Flammable liquids are to be stored away from any sources of ignition and in their correct containers. Strictly no smoking allowed in the venue.	1	6	6
Unsecured power cables	Slips, trips and falls	All	3	4	12	All power cables are to be run to the nearest access points in the venue Any exposed cabling is to be secured into place with gaffertape or equivalent	2	4	8
Unsafe, poorly maintained/ installed Electrical Equipment	Electrocution and Fire	All	3	5	15	All school equipment is PAT tested by the venue by their chosen company on an annual basis. All work to conform to IEE Regulations and Electricity at Work Regulations 1989. Titchfield Festival Theatre are responsible for ensuring venue electrical systems are installed and inspected by qualified contractors. All fittings positioned so as not to cause a fire risk. CO2 fire extinguisher(s) to present at alltimes.	2	4	8

**Venue- Spaces and Theatre Continued**

Hazard	Risk	Who is at Risk	Likelihood	Severity	Risk Score	Control measure	Likelihood	Severity	Risk Score
Inadequate cleaning of space(s)	Spread of illness and sickness	All	3	4	12	Regularly clean common contact surfaces in box office, bars, offices and studios and theatres (such as rehearsal rooms, pianos, chairs and tables), particularly during peak flow times. Cleaning frequently touched surfaces using standard products, such as detergents and bleach	2	4	8
Lack of Hand Washing	Spread of illness and sickness	All	3	4	12	Staff and students to use hand sanitiser provided. Ensure help is available for children and young people who have trouble cleaning their hands independently. Venue to provide Hand washing facilities and ensure these are topped up in bathrooms and are accessible to younger students.	2	4	8
Child Protection where toilet facilities are shared with other facility users	Child Protection concerns	All	3	4	12	Dedicate a toilet for use by students where facilities are accessed by other persons such as members of the public and theatre staff – consider Child Protection implications. Younger children to be accompanied to the toilet by an appropriate adult	2	4	8

Venue- Spaces and Theatre Continued									
Hazard	Risk	Who is at Risk	Likelihood	Severity	Risk Score	Control measure	Likelihood	Severity	Risk Score
Furniture and other Hazards	Injuries from falling items	All	3	4	12	Teacher will check the space before each class for any miscellaneous objects or hazards and will remove them. Titchfield Festival Theatre should be notified of any damage or hazards pertaining to the building itself Remove unnecessary items from rehearsal rooms where there is space to store it elsewhere. Chairs not to be stacked in piles of more than 6 and away from students. Common sense, awareness and reporting-on sight promoted. Young people also asked not to take sharp items into rooms and to be vigilant	2	4	8
Ill student, child or member of staff	Failing to provide adequate and timely care	All	4	4	16	There will always be a minimum of one member of staff present with First Aid qualification. Teachers will have access to all first aid equipment available in the venue. These will be checked every 6 months and supplies replaced as necessary. If a student or child is awaiting collection, they should be moved, if possible, to an area away from other students but under the supervision of staff.	2	4	8
Lack of Waste Management	Spread of illness and sickness Exposure to waste	All	2	4	8	Titchfield Festival Theatre to provide appropriate waste management solutions	1	4	4

General - Car Parking and External Safety									
Hazard	Risk	Who is at Risk	Likelihood	Severity	Risk Score	Control measure	Likelihood	Severity	Risk Score
Parking and drop off measures	Collision with a motor vehicle or other hazard in car park	All	3	5	15	Plan parents' drop-off and pick-up protocols that minimise risk of harm (getting to/from nearby car park)	1	5	5
						Tell parents and young people their allocated drop off and collection times and the process for doing so (i.e. day students should be walked to the building entrance). Older students aged Year 6 pupils and above (but only with prior parental permission)			
Slip or Trip hazard (raised paving slabs, slippery surface following rainfall)	Personal Injury	All	4	3	12	Any slip or trip hazards to be identified and marked .	1	3	3
						Slip or trip hazards to be addressed and resolved by Titchfield Festival Theatre Floor outside fire exit and stage door can be slippery when wet.			
Lack of lighting during dark evenings	Unable to see and identify trip and slip hazards	All	4	3	12	Route to/from entrance/exits are covered by appropriate lighting	1	3	3