

The Garage Risk Assessment

PROJECT TITLE	Creative Workshops
TASK DESCRIPTION:	In-school delivery of creative workshops
Author of Risk Assessment:	Toni Bentley (Education & Inclusion Manager)
Date:	25 th March 2014
People Consulted:	Adam Taylor (Production & Operations Manager)

<u>Definitions</u>	
Severity	How serious an accident would be: eg. 1 Small Cut 5 Death
Likelihood	How likely accident is to occur: 1 Very Unlikely 5 Very Likely
Risk Factor	A Multiple of Severity and Likelihood. High values indicate a Hazard that should be controlled.

Hazard	Uncontrolled Risk			Controlled Risk						
	Type of Harm	Severity 1-5	Likelihood 1-5	Risk Factor 1-25	Control Measures			Severity 1-5	Likelihood 1-5	Risk Factor 1-25
General Accident and Illness										
Unpredictable Illness	Illness / Incorrect handling of the situation	4	2	8	Tutor to identify school first aid point prior to class School required to share relevant medical information prior to first session.			3	2	6
Unpredictable Accidents	Incorrect handling of the situation	5	3	15	Tutor to identify school first aid / facilities support point prior to class. Only first aid trained tutors to undertake first aid procedures. All accidents to be reported to The Garage and school staff on supplied report form.			2	3	6
Safeguarding and Child Protection										
Staff and tutors	Inappropriate behaviour towards participants	4	2	8	Safeguarding and child protection policy in place for recruitment of staff and volunteers. Adequate staff ratio provided. Code of Conduct in place for all staff and team volunteers. Teachers present throughout workshops and performances. DBS disclosure information presented by tutor on arrival at school. Identification badge worn			4	1	4

	Inappropriate creative activity	2	2	4	Safeguarding and child protection policy in place for recruitment of staff and volunteers. Suitably experienced staff employed.	1	1	1
Disclosure or concern	Not followed up or reported, or followed up inappropriately	4	4	16	Clear procedure in place and displayed in offices. Forms and procedure easy to access. Lead worker and tutors aware of procedure. Disclosure forms taken offsite for delivery in other venues. Tutors to identify Child Protection contact in school/venue prior to class.	4	1	4
Project Specific Activities, Equipment or Target Group								
Physical activity	Sports/dance related injuries	3	4	12	Professional tutors to include proper warm up and cool down. Continuous observational monitoring of participants and amendment to workshop programme as necessary. Relevant medical Information shared with tutor by school staff prior to first class. Breaks and rest area accessible if required	2	2	4
Venue								
Inadequate facilities for dance / drama workshops	Injuries – slips / trips / fall etc	3	4	12	Tutors to assess suitability of space prior to workshop and flag any concerns to school staff. School to hold responsibility for risk assessing workshop and performance venue and equipment for use in physical sessions.	3	1	3

Actions Required:

Ensure accident/incident report forms and disclosure report forms are taken to school

Obtain information about medical/support needs of students prior to first workshop

Familiarise tutors with any rest areas, first aid provision and emergency procedures prior to first session