

**RISK ASSESSMENT**

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| --- | --- |
| Production/Workshop Address |  |

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| --- |
| Description of activity:  |
|   |
| **Who is affected by this operation?**  |
| **Staff :** |  | **Volunteers :** |   | **Young People:**  |    | **Public :** |  | **Pregnant Women** |    |

Prior workshop date:

|  |  |  |
| --- | --- | --- |
| 1. | Are adequate exits provided for the numbers of persons within the venue? |  |
| 2. | Have made everyone aware of the emergency exits? |  |
| 3. | Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use. |  |
| 4. | If the normal lighting failed would the occupants be able to make a safe exit? |  |
| 5. | Have you located the fire extinguishers/fire blankets and are they easily available for use? |  |
| 6. | Have staff read and understood the companies Child Protection Policy? |  |
| 7. | Have staff read and understood the procedure should an incident take place? |  |
| 8. | Have staff been provided with accident report forms? |  |
| 9. | Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit, and the exit locations? |  |
| 10. | Is there a qualified first aider on site? |  |
|  |  |  |
|  |  |  |

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| --- | --- | --- | --- | --- |
| Description of hazards / risks | Likelihood | Severity | Risk Factor | Risk (before precautions have been taken) |
| 1)      E.g Triping Hazards 2) 3) 4) 5)6) | low | low | low | Tripping |

|  |
| --- |
| Recommended precautions |
| 1)      E.g Staff to make sure floors and exits are kept clear2) 3)  4) 5)6) |

 **Re-assess the activity if an accident, near miss or change in operation takes place.**

|  |  |  |  |
| --- | --- | --- | --- |
| Assessed by |  Role | Signed | Date  |

|  |  |  |  |
| --- | --- | --- | --- |
| Assessed on the day by |  Role | Signed | Date |

**Safeguarding Children & Vulnerable Adults:**

**TYCP Definitions**

**Young people/person** – All safeguarding and child protection legislation and guidance recognises a child or young person as anyone up to the age of 18. TYC works with young volunteers up to the age of 25. Some aspects of this policy, such as the Staff and Volunteers’ Code of Conduct are in place to protect all young people, regardless of age.

**Vulnerable adult** – Anyone aged 18 years or over who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to protect themselves from significant harm or exploitation.

**TYCP paid staff and volunteers** – This includes all full and part time paid staff, including freelance contracted staff and volunteers.

1) Please name the person in the Company who is Designated Safeguarding Lead

Nathalie Gunn – 07933436888

Marie Amey - 0717189933

2) Ensure the following signed documents are on file for all participants:

|  |  |  |
| --- | --- | --- |
| 1. | Emergency contact name and number |  |
| 2. | Registration form acknowledging their child’s involvement  |  |
| 3. | Named person for collection at the end of each workshop.  |  |
| 4. | Permission for photography and/ or video evidence to be taken  |  |
| 5. | Corvid Health Declaration  | **N/A** |

**Summary**

Check that all members of staff for this event:

* Are informed about the risks on site
* Are aware of any children with health problems or SEND children
* Are aware of any child or adult with allergies and the precautions needed to keep that child safe
* Are Covid aware
* Comply with Health & Safety Policy's for the venue at -

**Named staff and volunteers for this event/performance/workshop:**

Please ensue all staff and volunteers sign to say they are aware of the risks and will do what is needed ensure risks are kept to a minimum

**Name    Position                                 Signature                              Date**

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