

|  |  |  |
| --- | --- | --- |
|  | **Performing Arts Risk Assessment Record** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Operations/Work Activities covered by this assessment:** | Performing arts | | | | | | | |
| **Site Address/Location:** | <insert location> | | | **Department/Service/Team:** | | | <insert name of school/academy> | |
| **Assessment Date:** | Click or tap to enter a date. | | | **Lead Assessor:** | | | <insert name of assessor> | |
| **Authorised By:** | <insert name of authoriser> | | | | | | | |
| **Who Might Be Affected** | Employee | Contractor | Visitor | | Pupil | Client | | Member of Public/Third Party |
| **Note:** A person specific assessment must be carried out for young persons, pregnant employees and nursing employees | | | | | | | | |

| Hazards  Considered | How might they be Harmed | Current Control/Mitigation Measures: | Risk Rating | | | Action Required/ Action No. |
| --- | --- | --- | --- | --- | --- | --- |
| Likelihood | Severity | Risk Rating |
| Insufficient information, instruction and training of staff and pupils. | Physical injury or ill-health from inappropriate behaviour, lack of experience and knowledge of hazards / risk. | Safety rules are displayed within the classroom.  Safety information / instructions are provided at the start of each practical lesson e.g. hot/sharp materials, hazardous substances, equipment, behaviour expectations.  Instructions are in place regarding dress code.  Staff receive a full induction when joining the department which includes health and safety arrangements and emergency action. A record is maintained of the induction including name, content and date undertaken.  Teachers / Technicians have suitable and sufficient training, experience, and knowledge for their role and to ensure machinery / activities are conducted safely.  Training records are maintained and available to view within the department. Refresher training is managed and provided at specified intervals. |  |  |  |  |
| Insufficient supervision of staff and pupils. | Physical injury or ill-health from inadequate supervision of pupils or lone working. Staff experiencing stress, physical injury, or ill-health from managing large groups and / or working alone. | Arrangements are in place to ensure that pupils are always appropriately supervised.  Access to storage areas / classrooms is restricted when not in use and when supervision is not available.  Control measures are in place where supervision is inadequate e.g. practical activities not conducted when pupils are supervised by unqualified staff.  A risk assessment is undertaken to determine class sizes to ensure activities can be completed safely and with suitable support / supervision.  Lone working arrangements are in place to support staff who may be working without direct or close supervision. Avoid lone working wherever possible. |  |  |  |  |
| Unsuitable and poorly maintained environment. | Physical injury or ill-health due to hazards present within working environment. Injuries may include cuts, bruising, bumps, burns, and fractures. Risk of damage to property due to lack of maintenance and repairs. | Adequate lighting is available within the classrooms and other working areas.  Sufficient working space is available.  Adequate ventilation is available within the workshops / classrooms and other working areas e.g. can windows be opened, and mechanical ventilation provided where appropriate.  The floor is kept free of slip / trip hazards e.g. worn / uneven floors, unsuitable polished floors, obstructions, and debris etc.  Housekeeping arrangements are in place to keep the room clean and tidy.  Storage is available for personal belongings.  Handwashing and drying facilities are provided.  Furniture is suitable for purpose and of sound condition e.g. stable and undamaged.  Avoid using extension cables and prevent trailing cables. |  |  |  |  |
| Poorly maintained floor surface and poor housekeeping increasing risk of slips, trips, and falls. | Physical injury e.g. cuts, bruising and fractures from a slip, trip or fall. | Floors are in a good condition and monitored regularly.  Class sizes are risk assessed.  Storage is available for personal belongings.  Good housekeeping is maintained.  Spillages on floors to be mopped up immediately. Cleaning regime is in place for classrooms. |  |  |  |  |
| Unsuitable, poorly maintained, and incorrect use of equipment. | Physical injury from contact with unsuitable, damaged, poorly maintained, or incorrect use of equipment. | Equipment suitable for the purpose and obtained from a reputable educational source.  Equipment to be inspected by a competent contractor and records of maintenance retained in accordance with the manufacturer’s instructions (where appropriate).  Operators to conduct a visual inspection of equipment prior to use and conduct in-house maintenance tasks e.g. cleaning.  There is a system in place for reporting defective equipment, e.g. removal from use or replacement.  The condition of equipment is checked routinely to ensure it is in a safe condition.  Long hair, loose clothing and all jewellery is removed (or tied back) to prevent entanglement.  Portable electrical appliances and the fixed electrical system is regularly tested and maintained.  Where the risk assessment has identified a requirement for PPE, suitable PPE is provided at the point of use and it is maintained / cleaned regularly.  Pupils provided with instructions regarding how to use equipment safely and what equipment must only be used under direct supervision from teaching staff. |  |  |  |  |
| Unsuitable, poorly maintained, and incorrect use of electrical equipment. | Physical injury from contact with electricity from damaged, poorly maintained, or incorrect use of electrical equipment. This may result in electrocution which can potentially result in death. | PAT testing undertaken for all portable electrical items or equipment at regular intervals by a competent person.  Visual inspections of all plugs, cables, and sockets before use.  Any damaged or defective equipment to be immediately taken out of use and reported to the Site Manager.  RCD sockets provided and tested regularly.  Sockets and electrical equipment located at a safe distance from sinks.  Equipment sited to avoid trailing cables. Avoid the use of extension leads. |  |  |  |  |
| Rigging lights, electric shock and falling objects. | Physical injury from falling from height or objects falling from height. Injuries may include cuts, bruising, factures. Injuries may be fatal.  Physical injuries from contact with electricity from damaged electrical equipment or inappropriate use. Electrocution also could potentially be fatal. | Lights to be inspected annually by a competent person. Records of inspection must be maintained.  Portable electrical appliances to be tested annually by a competent person and a record maintained.  Use ropes to hoist lights, never carry up a ladder or scaffold. Lights should be clamped to rails and secured with chains.  Power to remain off when plugging in and out lights. Keep cables to the shortest possible length. |  |  |  |  |
| Risk of fire and insufficient emergency procedures. | Fire / explosion risk which may cause severe physical injury, burns, smoke inhalation, property damage and potentially fatal consequences. | School fire risk assessment completed which outlines specific fire risk controls for the building.  School / departmental emergency action plan devised, communicated, and tested.  Fire safety awareness training completed by staff within the department.  Staff, pupils, and visitors aware of procedures to be taken in the event of discovering a fire / hearing the fire alarm.  Fire exits remain free from obstructions, are clearly marked and fire action notices are displayed.  Suitable firefighting equipment is provided, suitably positioned, and maintained e.g. fire blanket, fire extinguishers etc.  Fire protective measures e.g. emergency lighting, fire extinguishers, fire alarm etc. are maintained and inspected by competent persons. Records maintained within the fire logbook.  Conduct an occupancy assessment and ensure exit routes, doors are appropriate and clearly marked. Ensure all fire exits are clear.  No combustible materials to be stored under seating.  All curtains made from fire resistant material.  Front of house announcements to be made explaining fire safety arrangements. |  |  |  |  |
| Inadequate or insufficient provision of first aid. | Injury or ill-health from inadequate first aid provision or incorrect first aid treatment. | Appointed and trained first aiders within the department.  Staff aware off emergency procedures and action to be taken whilst waiting for the first aider and method of contacting first aiders and emergency services. Notices displayed identifying contact details of first aiders.  First aid kits are kept fully stocked and a checked regularly by a responsible person.  Procedures are in place to report accidents, incidents and near misses. |  |  |  |  |
| Insufficient / unsuitable plans and poor management of emergency situations. | Physical injury, ill-health with potentially fatal consequences if involved in an emergency. | School emergency / critical incident plan is in place which covers a variety of situations.  School emergency / critical incident plan is communicated to interested parties and tested with staff / pupils where appropriate.  Departmental arrangements are in place and procedures are in place to deal with emergency situations. |  |  |  |  |
| Inappropriate manual handling techniques. | Physical injuries or ill-health from using incorrect lifting techniques and attempting to lift heavy / cumbersome loads. Such injuries may result in sprains, back injuries, fractures, and musculoskeletal disorders. | Manual handling awareness training completed by staff within the department.  Shared lifting practices to be adopted where appropriate.  Large or heavy items to be assessed before handling.  Lifting and handling aids to be provided where necessary.  Formal assessments of manual handling activities to be conducted for routine activities where there is a significant risk of manual handling. |  |  |  |  |
| Use of props and stage equipment. | Physical injuries and ill-health from using incorrect lifting techniques and attempting to lift heavy / cumbersome items. Injuries may include sprains, back pain, fractures, and musculoskeletal disorders. | All props, scenery and stage equipment should be stored safely when not in use.  Only pupils who have been trained must use equipment.  Those undertaking manual handling activities must receive suitable and sufficient information, instruction, and training.  Manual handling assessments to be conducted for handling tasks. Considering TILE (task, individual, load and environment).  All ropes, stage blocks, props etc. to be checked for damage before use. |  |  |  |  |
| Risk of falls or falling objects whilst working at height. | Physical injury from falling from height or objects falling from height. Injuries may include cuts, bruising, factures. Injuries may be fatal. | Scaffolding to be erected by a competent person e.g. PASMA trained.  Create an exclusion zone beneath areas where work is being undertaken. Clearly mark areas where work is undertaken with safety signs warning others of dangers.  Provide people within the work area with safety helmets to protect from falling objects.  Design scaffolds to prevent falling using safety rails and toe boards.  Minimise the storage of equipment / materials on scaffolds. Make sure there are no loose objects and that tools are secured. Materials must never be deliberately be dropped from the scaffold but passed down, with a rope if necessary.  Scaffolds must not be overloaded, and load must be evenly spread.  Prevent unauthorised access to the scaffold or platform.  Work at height awareness training completed by staff within the department.  Only light items to be stored at height and ins a sensible manner to ensure potential for falls is limited. Only staff to reach for items stored at height ensuring that no pupils are below.  Suitable access equipment is provided and maintained. A visual inspection is completed prior to use. Where equipment is found to be faulty or damaged it will be removed from use immediately and reported to Site Manager.  A formal record of routine inspection of ladders / stepladders is maintained.  Formal assessments for work at height to be conducted for routine activities where there is a significant risk.  All work at height activities are planned and consideration given to the task, duration, and environment.  Suitable footwear is worn.  Lone workers must avoid work at height. |  |  |  |  |
| Specific performing arts learning activities and tasks. | Physical injury and ill-health from poorly managed activities, lack of competence, insufficient supervision, and unmaintained equipment. | Suitable and sufficient information, instruction and training provided to all those involved in the activity.  Employees engage, participate, and are consulted in the risk assessment process for specific tasks / activities e.g. practical lessons.  Equipment used for these activities is suitably maintained in accordance with the manufacturer’s instructions.  Any hazardous substances used during activities are COSHH assessed, suitable and sufficient control measures implemented and communicated to those involved.  Suitable and sufficient supervision is provided to ensure the activity can be conducted safely. |  |  |  |  |
| Additional Notes | | | | | | |
|  | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Control Improvements/Developments | | | | |
| Action No. | Recommended additional control measures | Responsibility | Target Date | Date Completed |
|  |  |  | Click or tap to enter a date. | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. | Click or tap to enter a date. |

|  |  |
| --- | --- |
| Signature of Assessor: | Date: |
| Signature of Person Authorising: | Date: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Potential Severity of Harm | Major | **Medium** | **High** | **High** |
| Minor | **Low** | **Medium** | **High** |
| Negligible | **Low** | **Low** | **Medium** |
|  | | Rare | Possible | Almost Certain |
| Likelihood of Harm Occurring | | |

|  |  |
| --- | --- |
| **Definitions** | |
| High | Take appropriate action within agreed period |
| Medium | Monitor Situation |
| Low | No Action Required |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Reviews – this assessment should be reviewed at intervals no greater than 12 months or if there are changes to the procedures, personnel, work environment or following an incident | | | | | | | | |
| Review Date | Comments/Amendments | Reviewed By | Signature |  | Review Date | Comments/Amendments | Reviewed By | Signature |
| Click or tap to enter a date. |  |  |  | Click or tap to enter a date. |  |  |  |
| Click or tap to enter a date. |  |  |  | Click or tap to enter a date. |  |  |  |
| Click or tap to enter a date. |  |  |  | Click or tap to enter a date. |  |  |  |
| Click or tap to enter a date. |  |  |  |  | Click or tap to enter a date. |  |  |  |

|  |
| --- |
| The following table should be used for all staff to sign and date to confirm that the risk assessment has been read. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Print Name | Signature | Date |  | Print Name | Signature | Date |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |