



# Risk Assessment

## implementing protective measures in Performing Arts settings

**Name of School:** Performers Theatre Company

**Name of Owner:** Sam Gibbs

**Disciplines offered:** Musical Theatre lessons, Acting lessons, Dance Lessons, Performance opportunities in different venues/settings

**Ages attending:** 2-5, 5-7, 7-11, 11-18, 18+

**Last reviewed:** Friday 16<sup>th</sup> May 2025

*PS - refers to Performers staff*

# Statement of general policies and arrangements for Performers Theatre Company

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 in our sessions
- Be open to comments and suggestions from our staff, pupils, parents, partner schools and other establishments we work with on matters relating to health and safety
- Provide information, instruction and supervision for staff and pupils and make them aware of this policy
- Ensure all staff can do 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.

Sam Gibbs has overall responsibility for health and safety.

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

**Name of Owner:** Sam Gibbs

**Signed:**

A handwritten signature in black ink, appearing to be 'SG' with a stylized flourish.

*PS - refers to Performers staff*

# Introduction

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

It is the responsibility of Sam Gibbs 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. Sam Gibbs 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 Sam Gibbs by following the instructions they have been given.

It is assumed that this Risk Assessment forms part of Performers Theatre Company's over-arching policies and procedures. It should not be viewed in isolation. Other documentation that should be considered, where applicable, includes;

- Performers Theatre Company Safeguarding Policy
- Performers Theatre Company Terms and Conditions
- Any handbooks, documentation and policies provided to partnership schools (after school clubs)

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When?
Slips and Trips	ALL	<p>Bottled water only in the activity space.</p> <p>Restrict activity area to flat, level surfaces. Remove any furniture/obstructions and identify hazards where possible. Ensure all bags and clothing are set aside from the activity space.</p> <p>First Aider, First Aid kit and accident book on site.</p>	<p>Monitor throughout activity. Adapt size/area of space used if required. Ask children to return belongings if accessed during the session.</p>	PS	Monitor throughout
General Injury	ALL	<p>Ensure appropriate warm-up is practised prior to all practical activity and maintained if necessary. Monitor ability throughout.</p> <p>Plan all movement activity in advance of session and consider any potential hazards involved, especially with contact and floor-based movement. Explain and model safe practice throughout.</p> <p>First Aider, First Aid kit and accident book on site.</p>	<p>Continually monitor activity. Stop specific movement if required.</p>	PS	Monitor throughout
Injury due to space	ALL	<p>Ensure spaces are of an appropriate size for number of children and activity undertaken, with enough flat surfaces to move freely on.</p> <p>First Aider, First Aid kit and accident book on site.</p>	<p>Adapt movement if space becomes unsuitable.</p>	PS	Monitor throughout

PS - refers to Performers staff

Dehydration/ Exhaustion	Chn	<p>Children to have regular breaks throughout the session. Encourage all children to bring water. Monitor temperature of activity space if possible and adapt physical exertion level of movement accordingly. Ensure shaded areas are readily available if outside.</p> <p>In cold environments, access the space prior to the start of the session and turn on radiators/heaters (check with hire facilities/schools).</p> <p>First Aider, First Aid kit and accident book on site.</p>	<p>Monitor ongoing use of heaters if used. Identify hazard to children. Only site staff to use the equipment.</p>	<p>PS Establishment hired/using</p>	<p>Monitor throughout</p>
Children leaving the space	Chn	<p>Ensure a register is taken at the beginning of the session. Set clear expectations about the importance of remaining in the space given and not leaving without asking to do so (i.e., toilet break).</p> <p>In public spaces, children to visit toilets in pairs and be accompanied by an adult (DBS checked).</p> <p>Performers' uniform always worn unless wearing specific costumes related to activity.</p>	<p>Regular head counts and monitoring number of children in session.</p>	<p>PS</p>	<p>Monitor throughout</p>
Permissions	Chn	<p>All necessary permission given prior to children starting sessions. No photography to be used at any point (after school clubs only.) Contact details are stored on ClassManager, a secure online system. After school club details have been shared using the same format. Parents/carers must inform Performers of any existing injuries, medical needs/conditions (e.g., asthma pump,</p>	<p>Be familiar with every child's need and speak with child's parent/carer if any concerns arise.</p>	<p>PS</p>	<p>Monitor throughout</p>

PS - refers to Performers staff

		EpiPen or diabetic monitoring). This can also be done via ClassManager.			
Bullying	Chn	Monitor any potential bullying behaviour and notify SG immediately. SG will deal with appropriately with child and parent/carers. After school clubs - information to be shared with school.	Provide inclusive activities that promote teamwork and a sense of belonging.	PS	Monitor throughout
Fire evacuation	ALL	Staff to be familiar with and follow fire evacuation procedures that are provided by the establishment hired/used prior to commencing.  Pre-assessment to be carried out before any event.	Have a clear awareness of the space activities are taking place in and make sure all fire exits are clear in the event of a fire evacuation.	PS Establishment hired/using	
Various emergencies	ALL	SG to contact parent/carer. Mobile phones to hand. Contact details are stored in confidential folder both paper copy and digitally (password protected).  <u>After school clubs</u>  Facilitator to contact SG if contact needs to be made with a child's parent/carer.  Ask the school office staff if they can make contact if facilitator unable to contact SG. Facilitator first aid trained.	Staff to complete Accident form when any accident occurs and inform SG/child's parent/carer and school (after school clubs only).	PS	Monitor throughout
Lack of insurance	ALL	Public Liability Insurance provided.	Provide Public Liability Insurance to any establishment on request.	PS	

PS - refers to Performers staff