



Health & Safety 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: May 2026

Next review date: May 2027

PS - refers to Performers staff

Statement of Commitment

Performers Theatre Company is committed to providing a safe, supportive and inclusive environment for all participants, staff, volunteers, work placement students and visitors.

We recognise our responsibility to safeguard children and young people and promote their welfare at all times. We are committed to identifying hazards, reducing risks and ensuring that all activities are delivered safely whilst maintaining a positive and creative learning environment.

To achieve this, we will:

- Maintain safe and healthy working conditions.
- Assess and control risks associated with all activities.
- Provide appropriate information, instruction, supervision and training.
- Ensure all staff and volunteers understand their responsibilities.
- Maintain adequate safeguarding procedures.
- Record accidents, incidents and near misses.
- Regularly review policies, procedures and risk assessments.
- Work collaboratively with parents, carers, schools and venue partners to promote safety and wellbeing.

Overall responsibility for health and safety rests with:

Sam Gibbs

Director, Performers Theatre Company

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

PS - refers to Performers staff

Introduction

This Risk Assessment has been prepared to identify potential hazards associated with the activities delivered by Performers Theatre Company and to outline the control measures in place to minimise risks to participants, staff, volunteers, work experience students and visitors.

Performers Theatre Company delivers a range of performing arts activities, including musical theatre, acting and dance classes, holiday programmes, workshops, rehearsals and public performances. Activities take place in a variety of settings, including hired venues, schools, theatres and community spaces.

The purpose of this assessment is to promote a safe, positive and inclusive environment where participants can develop their skills and confidence whilst minimising the likelihood of accidents, injuries or safeguarding concerns.

Responsibility for implementing and monitoring the control measures identified within this assessment rests with the Director, Sam Gibbs, supported by members of staff, volunteers and partner organisations where appropriate. All staff, volunteers and work placement students are expected to follow the procedures outlined in this document and to raise any concerns promptly.

This Risk Assessment should be read alongside the following company policies and procedures:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Anti-Bullying Policy
- Terms and Conditions
- Venue-Specific Risk Assessments (where applicable)

This document will be reviewed annually, or sooner if there are significant changes to activities, venues, legislation or following any serious incident.

What are the hazards?	Who might be harmed?	What control measures are in place?	What further action do you need to take to control the risks?	Risk level
Slips, Trips and Falls	ALL	- Activity spaces checked before use. - Floors kept clear of obstacles. - Bags, coats and personal belongings stored away from activity areas. - Spillages cleaned immediately. - Appropriate footwear worn. - First Aid kit and trained First Aider available.	- Continue to monitor activity spaces throughout sessions. - Remind students to store belongings in designated areas. - Adapt activity areas if space becomes restricted or hazards are identified. - Report and record any recurring hazards to prevent future incidents.	
Physical Activity and General Injury	Students & Staff	- Appropriate warm-ups and cool-downs conducted. - Activities planned according to age and ability. - Safe practice demonstrated and reinforced. - Staff continuously monitor students. - Activities adapted where necessary. - First Aid equipment available at all sessions.	- Continuously monitor students' physical ability and wellbeing. - Adapt activities where necessary to suit age, experience and ability. - Stop any activity that presents an increased risk of injury. - Review any incidents to identify improvements to future practice.	
Unsuitable or Restricted Performance Space	Students & Staff	- Spaces assessed before activities commence. - Student numbers matched to available space.	- Assess available space before every session. - Reduce student numbers within an activity area if necessary.	

		• Movement adapted where necessary. • Hazardous areas identified and avoided. • Venue-specific risk assessments completed when required.	• Modify choreography or movement where space limitations are identified. • Liaise with venue providers if concerns arise regarding suitability.	
Dehydration, Fatigue and Exhaustion	Students & Staff	• Regular water breaks encouraged. • Students reminded to bring water bottles. • Physical activity adjusted according to environmental conditions. • Shaded areas utilised during outdoor activities. • Adequate rest breaks scheduled during intensive rehearsals and performances.	• Regularly remind students to take water breaks. • Monitor environmental conditions throughout sessions. • Increase rest periods during warm weather or intensive rehearsals. • Be alert to signs of fatigue, overheating or illness and respond appropriately.	
Students leaving designated areas	Students	• Registers taken at every session. • Clear expectations communicated. • Regular headcounts conducted. • Students only leave activities with staff awareness. • Appropriate supervision maintained during toilet breaks and transitions.	• Maintain regular headcounts throughout sessions and performances. • Ensure students are always wearing the correct uniform • Reinforce expectations regarding movement around venues. • Review supervision arrangements when working in unfamiliar venues. • Report any incidents immediately to the Director and parents/carers where appropriate.	

		• Staff always follow safeguarding procedures. • Uniform worn so students clearly able to be identified		
Medical Conditions and Emergencies	Students & Staff	• Medical information collected prior to enrolment. • Emergency contact details maintained securely. • Staff made aware of relevant medical conditions. • Prescribed medication accessible where required. • Emergency services contacted when necessary. • Incident and accident records completed.	• Review medical information before the commencement of activities. • Ensure staff are aware of any significant medical needs. • Confirm emergency medication is available where required. • Record and review any medical incidents to identify additional support needs.	
Safeguarding and Child Protection	Students	• Safeguarding Policy in place and reviewed annually. • Designated Safeguarding Lead and Deputy Designated Safeguarding Lead identified. • Appropriate DBS checks obtained where required. • Staff trained in safeguarding procedures. • Concerns recorded and reported appropriately. • Staff always maintain professional boundaries.	• Ensure safeguarding training remains current. • Regularly review safeguarding procedures and reporting processes. • Monitor staff and volunteer conduct to ensure professional boundaries are maintained. • Record and report concerns in accordance with the Safeguarding Policy.	

Bullying, Discrimination and Behaviour Concerns	ALL	• Inclusive environment promoted. • Positive behaviour expectations established. • Staff actively monitor interactions. • Concerns addressed promptly. • Parents/carers informed where appropriate. • Incidents recorded and followed up.	• Continue promoting an inclusive and respectful environment. • Monitor group dynamics and student interactions. • Address concerns promptly and consistently. • Communicate with parents/carers where necessary and record incidents appropriately.	
Props, Costumes and Manual Handling	ALL	• Props inspected regularly. • Damaged items removed from use. • Heavy items lifted by trained adults. • Children not permitted to move heavy equipment. • Costume items maintained in good condition.	• Conduct routine inspections of props and costume items. • Remove damaged or unsuitable items from use. • Review storage arrangements to minimise handling risks. • Ensure staff use safe lifting techniques and seek assistance when required.	
Technical Equipment and Electrical Safety	ALL	• Only trained personnel operate technical equipment. • Cables secured where possible. • Equipment visually checked before use. • PAT-tested equipment used where applicable.	• Carry out visual inspections before use. • Ensure cables remain secure and do not create trip hazards. • Restrict operation of technical equipment to trained personnel. • Remove faulty equipment from service immediately and report concerns.	

		• Technical areas restricted during operation.		
Fire Safety and Evacuation	ALL present	• Staff familiar with venue evacuation procedures. • Fire exits always kept clear. • Students informed of emergency procedures where appropriate. • Venue-specific procedures followed. • Registers available for roll call if evacuation occurs.	• Review evacuation procedures before activities commence. • Check that fire exits remain clear throughout activities. • Ensure all staff understand venue-specific emergency procedures. • Review any evacuation incidents or near misses to improve future practice.	
External Performance Venues	ALL	• Venue-specific assessments completed. • Emergency procedures communicated to staff. • Safe arrival and departure arrangements established. • Dressing room and backstage areas supervised. • Appropriate staff-to-child ratios maintained.	• Complete venue-specific risk assessments where necessary. • Conduct pre-event inspections where possible. • Brief staff, volunteers and students on venue procedures. • Review arrangements following each performance and identify improvements.	
Work Experience Students and Volunteers	WEX students, volunteers and students	• Appropriate induction provided. • Responsibilities clearly explained.	• Provide an induction at the start of placement or volunteering. • Monitor competence and confidence levels throughout activities. • Provide ongoing supervision, mentoring and feedback.	

PS - refers to Performers staff

		• Work supervised by the Director or designated staff member. • No sole responsibility for students. • Ongoing mentoring, support and feedback provided. • Tasks matched to experience and competence.	• Review responsibilities regularly to ensure they remain appropriate.	
Accidents, Incidents and Emergencies	ALL	• First Aid kit available. • Qualified First Aider accessible. • Accident records completed. • Parents/carers informed when required. • Emergency services contacted where appropriate. • Procedures reviewed following incidents.	• Complete accident and incident reports promptly. • Inform parents/carers and relevant parties where appropriate. • Review incidents to identify trends or recurring risks. • Update risk assessments and procedures where improvements are identified.	

Monitoring and Review

This risk assessment will be reviewed annually or sooner if:

- Activities change significantly.
- New venues are used.
- An accident or serious incident occurs.
- Guidance or legislation changes.

Sam Gibbs

Director, Performers Theatre Company

