

South Bank Players Amateur Dramatic Group

RISK ASSESSMENT – DRAMA REHEARSALS

Description of Hazard	Possible Risk of Hazard	Controls	Probability	Additional measures Required
Entry and Exit to the building	Risk of getting lost	All children should be dropped off / brought into the theatre by their adult (unless their adult knows that their child is making their own way to the class). On leaving the session, children are only allowed to leave once their adult has arrived to collect them. If they are leaving on their own, staff must be notified in advance and that the responsibility of the group ceases once the child has left the building. If someone else is coming to collect the child then this needs to be made clear to the staff and the person responsible appropriately identified.	Low	Staff will meet and greet the children on entry and exit (where possible) and not allow children to leave without an adult unless previous arrangements have been made. It may be necessary if it is someone unknown to the group to set up a password which is only known to the person collecting the child and has been agreed between the responsible adult (parent/carer) and the staff.
Drama Activity	Risk of injury whilst undertaking drama activities	Children are told to behave in a sensible manner and not go on the stage unless performing. Children should wear sensible clothes & shoes. Children will be asked to remove items such as tight ties, jewellery etc prior to workshop if deemed to be unsuitable. Children remain under control of staff and accompanying helpers at all times.	Low	Drama session will be stopped if any child seen behaving in a manner likely to cause injury to themselves or another.
Toilets	The theatre is closed to the public during rehearsals but during performances the toilets are shared.	Pupils should not go to toilets without advising an adult from the group that this is where they are going.	Low	If staff see children going to toilets on their own without advising the persons in charge, then they should make sure that they speak to them to remind them of the rules for their own safety.
Movement between rooms where activities taking place	Risk of tripping, slipping, falling	Children to move around between activities sensibly in pairs. Children told not to run. Children remain under control of staff and accompanying helpers at all times.	Low	First Aid Kit and trained first aider (J Guy, M Marlow & M James).
Breaks for lunch	Hunger, dehydration	Space is identified and available	Low	Staff should ensure that any child who needs to

and drinks when participating in longer sessions eg dress/technical rehearsals	and needing rest	for children to eat lunch / tea in and lunch/tea breaks are scheduled in for the session. Children can have access to their coats and bags at any time if food or drink is need during workshops / rehearsals.		keep food or drink with them does so. Staff to ensure that all pupils bring a packed lunch and drink(s) with them if attending longer sessions.
Use of Sound and Lighting equipment	Electrocution / burns from equipment	Children are not permitted entry into the sound and lighting area, nor are they allowed to use ladders to reach the lights. All children and members of the group are given the same information about not going into the sound and lighting room, unless accompanied by a suitably qualified adult of the group for a specific reason eg a demonstration of using a particular lighting technique.	Low	Staff should ensure that pupils aren't in the sound and lighting area and any equipment is stored correctly out of trip hazard or reach as appropriate.
Handling Props and Equipment including Musical Instruments	Cuts, bruises, tripping	On occasions children have the opportunity to handle various props to do with creating characters and roles or to use musical instruments. Staff will ensure all props and instruments are safe to handle and will give appropriate guidance prior to sessions commencing with the session supervised at all times. Children will be expected to adhere to all the rules given to them by the staff in using the equipment/instrument correctly.	Low	The class will be stopped if any child is found to be using the props /instruments inappropriately, either in the way they are being handled, or by using them to cause injury or harm to another and they will be asked to sit out of the activity.
Attending workshop sessions provided by the group	Cuts, bruises, tripping, injury to limbs	Workshops carried out with the group will usually centre around drama, singing, dancing, arts and crafts. All activities will be risk assessed in line with our current risk assessment policy and any additional activities not covered will have their own risk assessment completed and attached to the session notes.	Low	Additional areas to watch out for and not covered in other sections of this policy are items such as scissors for craft activities. Items such as this will be supervised and counted out and in again.
Dancing	Injury to limbs	Prior to any exercise/ dance an appropriate warm up will be done and children checked for appropriate footwear and clothing.	Low	If any child does complain of injury, then they will immediately stop the activity and be checked out by a qualified first aider (J Guy, M Marlow or M James). Appropriate treatment will be given in accordance with their membership form

				details and their adult informed asap. All injuries will be reported as per the Health and Safety Policy and recorded in the accident book held by J Guy.
Use of stage	Risk of potential fall	All performers should be aware of the drop at the front of the stage and be mindful of this during performances to reduce the risk of falling off the front.	Low	If possible, a coloured strip may be put across to highlight where the stage ends, however this may not be possible to do due to the performance taking place.
Entering and exiting the stage	Dimmed lighting or stage lighting could be a potential risk when entering and exiting the stage area.	All performers should be aware of how and where they are entering and exiting the stage. If entering from the back of stage or entering through the audience doors, the lighting may be dimmed so all performers need to be careful on the stairs and opening / closing the doors. If using the stairs at the front of the stage the stage lighting may potentially be in the performers eyes, so care needs to be taken on the stairs going on and off the stage.	Low	To minimise any risk, rehearsals should have taken place where the performance lighting is used so that performers can see exactly what conditions they are working in.

Martin James

Martin James
(Chair)

Jeanine Guy

Jeanine Guy
(Treasurer / DSL)

[Revised March 2021]